

# ***Project Development Manual for Local Public Agencies***



***Mississippi Department of Transportation  
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# **PROJECT DEVELOPMENT MANUAL FOR LOCAL PUBLIC AGENCIES**

## **TABLE OF CONTENTS**

	<b><u>Page</u></b>
Foreword.....	<a href="#">Page 3</a>
Chapter 1: Program Overview.....	<a href="#">Page 5</a>
Chapter 2: Project Activation and Oversight.....	<a href="#">Page 10</a>
Chapter 3: Environmental Documentation.....	<a href="#">Page 16</a>
Chapter 4: Right-of-Way Procedures.....	<a href="#">Page 19</a>
Chapter 5: Preparation of Plans Specifications and Estimate (PS&E) Assembly.....	<a href="#">Page 20</a>
Chapter 6: <b>MDOT</b> Authorization and <b>LPA</b> Selection of a Contractor.....	<a href="#">Page 34</a>
Chapter 7: Construction Administration.....	<a href="#">Page 37</a>
<b><u>Appendices</u></b>	
Abbreviations and Definitions.....	<a href="#">Page 47</a>
Project File Index.....	<a href="#">Page 51</a>
<b>MDOT</b> Districts/Divisions Phone Number, FAX, and Address.....	<a href="#">Page 52</a>
Past PDM Revisions.....	<a href="#">Page 55</a>
PDM Links.....	<a href="#">Page 60</a>

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## FOREWORD

This Project Development Manual (PDM) for Local Public Agencies (**LPA**) establishes the basic requirements for the planning, design, and construction of **LPA** projects that utilize federal funds appropriated by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA) and are under the oversight of the Mississippi Department of Transportation (**MDOT**). It is now a requirement that all LPAs and consultant's wishing to work on LPA Projects go through a PDM certification training session. Each attendee will be issued a certificate that is good for 2 years. A copy of this certificate will required to be presented by the LPA in the activation packet for the project or at the time of the LPA contracting with their consultant.

**The OFFICIAL version of this PDM may be found online on the LPA website. Check for revisions often.** <http://sp.mdot.ms.gov/lpa/Pages/Home.aspx> The PDM procedures **do not apply** to projects under the oversight of the Office of State Aid Road Construction. In order to be readable and useful the contents have been kept to a minimum. However, the PDM along with other documents referenced in the PDM should provide sufficient information for developing most of the commonly encountered projects under this program. **Please note that all "example" documents accessed through links in this manual must be used as shown. The only acceptable revisions to these forms are to make them project specific.** Architectural manuals may be required for some non-roadway projects.

The procedures contained herein will be used unless a specific requirement is changed in writing by **MDOT**. Adherence to the requirements of the PDM are of utmost importance because Federal contracts entered into without requisite authority or contrary to statute are illegal and are void as a matter of law. Accordingly, **MDOT** reserves the right to develop and construct **LPA** projects totally in-house, depending on size, complexity, or amount of Federal-Aid funds involved.

Authorized representatives of the **MDOT** may, at all reasonable times, review and inspect the services of the **LPA** and any work assignments thereunder or amendments thereto. Authorized representatives of FHWA may also review and inspect the services provided by the **LPA** or the **LPA** authorized representative, should funds of the United States of America be utilized in payment for said services. All reports, drawings, studies and computations prepared by the **LPA** or authorized representatives of the **LPA** shall be made available to authorized representatives of **MDOT** for inspection and review at reasonable times in the Offices of **MDOT**. Authorized representatives of the FHWA may also inspect said reports, drawings and computations should funds of the United States of America be utilized. Acceptance by **MDOT** shall not relieve the **LPA** of its obligation to correct, at their expense, any errors in the work.

The processes described are applicable to all federally funded LPA projects administered by **MDOT**. The PDM and its appendices are explanatory and instructional while the PDM links shown in blue provide examples, procedures, regulations, forms, and criteria needed to advance a project from planning to completion. A list of the PDM links is included in the back of the PDM. The PDM and included links will be updated as needed to reflect changes in policy and procedures.

**In order to expedite a project, it is essential that the LPA commit sufficient staff and other resources to ensure that all applicable State and Federal requirements are met.** While the **LPA** is responsible for development of the project, it will be **MDOT** who assumes the ultimate responsibility for ensuring compliance with applicable State and Federal requirements. **Every step of the project process, from initiation, through environmental, design, right of way, advertisement, construction, and close out shall be performed and coordinated through an MDOT District LPA Coordinator. Therefore, it is essential that all correspondence (except where noted) go through the MDOT LPA District Coordinator.**

**MDOT** has the responsibility for project oversight and, as part of that responsibility, must provide periodic inspections to verify to the FHWA that work was accomplished in accordance with federal-aid

procedures. Failure of an **LPA** to accomplish work according to the [Memorandum of Understanding \(MOU\)](#) and in accordance with the instructions enclosed herein could result in the loss of federal funds from the **LPA** project and could jeopardize the availability of future **LPA** federal funds.

As required by Federal regulations, all **LPA** project files must be retained by the **LPA** and its consultants for inspection by **MDOT** and Federal officials for a minimum of three years after final payment has been made.

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## CHAPTER 1: PROGRAM OVERVIEW

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### 1.1 GENERAL:

The projects addressed in the PDM relate to **LPA** funds authorized by any Federal Transportation Act. Funds from Federal Transportation acts are appropriated to the States by congressional action. **MDOT** is the State agency responsible for administering these funds while the Federal agency has the responsibility of having the program oversight responsibility. The appropriate **MDOT** District, with various Central Office Divisions, will provide complete oversight of the **LPA** at various stages of a project's development.

**MDOT** prepares a five year transportation improvement project list in advance of project development, which is updated approximately every two (2) years. This project list is the Statewide Transportation Improvement Program (STIP). No federally funded **LPA** project may be activated unless it is included in the approved STIP. **The LPA shall be responsible for insuring that any project the LPA proposes be included in the STIP for the needed year.** If the **LPA** project is not included in the STIP or if the Federal amount of the project changes, the **LPA** must complete a [STIP Amendment Form](#) and submit to the **MDOT** District LPA Coordinator.

**MDOT** will have oversight of all approved projects using the procedures outlined in the PDM. The PDM provides guidance for the development of the following **LPA** project types administered by **MDOT**:

1. **Surface Transportation Program (STP) Street Projects:** Federal STP funds may be used on any street or highway on the Federal-aid System. Federal-aid highways are determined by the functional classification of the route. The Federal-aid System consists of the functionally classified routes included in the following link: [Functional Classification Maps](#). These maps are maintained on-line by the **MDOT** Planning Division and do not include Rural Minor Collectors or Local Roads. STP Funds are separated into two categories: Urban Funds and Non-Urban Funds. Population is the factor that determines which type of STP funds used. Below is the breakdown for the two categories of STP Funds
  - a. **Urban STP Funds:** These are STP funds used for areas that have a population from 5,000 to less than 200,000. Inside the Non-Urban category are two subcategories and each are described below:
    - i. **Urban/Non-MPO Areas:** These are areas that have a population from 5,000 to less than 50,000. The STIP submittal procedure for this subcategory is to request to the **MDOT** District LPA Coordinator to place an STP project in the STIP. This request must include a brief description of the project and an accurate cost estimate for the project that must be within available **LPA** Federal and local funds. The request shall be in the form of a letter from the **Chief Elected Official** of the **LPA** (Mayor or President of the County Board of Supervisors).
    - ii. **Urban/MPO Areas:** These are areas that have a population from 50,000 to less than 200,000. The STIP submittal procedure for this subcategory is to coordinate STP project selection through their MPO. The MPO selects STP projects through a Comprehensive Planning Process resulting in a four year Transportation Improvement Program (TIP) including all STP projects within the urbanized area. The TIP must be fiscally constrained within available Federal and local funds. The MPO will submit their approved TIP directly to **MDOT** Planning Division for inclusion in the STIP. STP funds may be

utilized on all levels of project development (PE, ROW, CON) for projects within an MPO.

- b. **Transportation Management Area (TMA) STP Funds:** These are STP funds used by metropolitan areas with a total population of 200,000 or greater. Their STIP submittal procedure must coordinate STP project selection through their MPO. The MPO selects STP projects through a Comprehensive Planning Process resulting in a four year Transportation Improvement Program (TIP) including all STP projects within the urbanized area. The TIP must be fiscally constrained within available Federal and local funds. The MPO will submit their approved TIP directly to **MDOT** Planning Division for inclusion in the STIP. STP funds may be utilized on all levels of project development (PE, ROW, CON) for projects within an MPO.

STP funds have a normal share ratio of 80% Federal and 20% local.<sup>1</sup>

2. **Transportation Alternatives Program (TAP) Projects:** TAP projects are special non-typical transportation activities. **MDOT** periodically invites all **LPA's** (City Government, County Government, State Agency, or Rails to Trails District) to apply for funding that may reimburse up to 80% of the cost of approved TAP projects. When funds become available, **MDOT** mails all eligible applicants a [TAP Project Application Package](#) requesting new projects. Eligible activities are specified in the Federal Transportation Acts and will be detailed in the TAP Project Application Package mailed to eligible jurisdictions and can also be found on the LPA Division website at [www.mdot.ms.gov](http://www.mdot.ms.gov). The TAP Project Application Package contains the following:

- Federal and State guidelines for TAP projects.
- Application procedures for proposed TAP projects.
- Forms and typical contractual agreements required to establish a TAP project.

**MDOT** awards TAP funds to **LPA's** on a competitive basis. **MDOT** Local Public Agency Division coordinates the project selection process and includes all selected TAP projects in the STIP. If the selected **LPA** is within a MPO area, however, the MPO must include the project in their TIP.

3. **Safe Routes to School Program (SRTS) Projects:** SRTS projects are now included in the TAP program. Please check our TAP information online at [www.mdot.ms.gov](http://www.mdot.ms.gov).
4. **LPA Earmarks or other Federal-Aid Funds administered by MDOT:** Earmarks or other Federal-aid funds have been periodically awarded by the U.S. Congress for specific **LPA** projects. Federal funds reimbursement rates may vary for such projects.

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## 1.2 PROJECT FUNDING:

**MDOT** has the responsibility for monitoring the status and availability of federal funds. **LPA's** located within Urbanized Areas receive STP funds only through selection of their project through the MPO procedures.<sup>2</sup>

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<sup>1</sup> There are special project categories where the FHWA allows up to 100% Federal funds with no local share, e.g. intersection signal projects, some safety projects, etc.

<sup>2</sup> Urbanized Areas are defined by the approved Urban Area Boundary. This boundary is established to include the area defined by the US Census Bureau as urbanized plus any additional growth area estimated to be within the urban area within the horizon



Federal-aid funds are not eligible for any cost that is not incurred in conformity with applicable State and Federal laws, regulations, policies and procedures. In addition, any cost incurred prior to FHWA authorization shall not be eligible for federal participation. The **LPA** assumes responsibility for ensuring compliance with applicable State and Federal requirements and, as a result, assumes responsibility for any costs considered to be non-participating.

Federal-aid funds apportioned to **MDOT** have an expiration date at which time the funds will lapse and no longer be available to **MDOT** or an **LPA**. **MDOT will consider funds to be obligated when the final PS&E Assembly has been approved by MDOT and authorized by FHWA.**

The **MDOT** is regarded as the pass-through entity of the federal funds that are received by the **LPA**. The **LPA** is recognized to be a sub recipient of the federal funds. As the pass-through entity, the **MDOT** has the responsibility to oversee and monitor its sub recipients. A monitoring requirement is to determine whether our sub recipients maintain sufficient accounting controls to properly manage such Federal-aid funds. The **MDOT** requires the **LPA** at project activation to submit its latest annual audit report on file with the State of Mississippi Office of State Auditor. The **MDOT** will review the audit report and determine that the **LPA** does adequately maintain accounting controls and has the continued capability to manage Federal-aid funds.

An annual practice of the **MDOT** is to ensure that the **LPA** meets the requirements of the OMB Circular A-133, *Audits of State, Local Governments and Nonprofit Organizations*. The OMB Circular A-133 requires that if the **LPA** expends \$500,000 or more in federal funds during its fiscal year, the **LPA** must obtain an audit performed by a Certified Public Accountant (CPA) in accordance with the OMB Circular A-133, *Audits of State, Local Governments and Nonprofit Organizations*. If the **LPA** meets this requirement, a request for the submission of the audit report will be made by the **MDOT**. The due date of submission for the audit report to the **MDOT** is within the earlier of 30 days after receipt of the CPA's audit report or nine months after the end of the audit period (the **LPA's** fiscal year).

If the **LPA** fails to respond to the submission request for the audit report, the **MDOT** will consider the **LPA** to be in audit suspension with the reporting requirements of the OMB Circular A-133. Extensions of time to submit the requested audit report will not be granted. The granting of a time extension would be in conflict with the principles of transparency and accountability. As a result of the audit suspension, the **MDOT** will suspend payments to the **LPA** for the reimbursement of project costs and will not consider future projects with the **LPA**. Upon approval of the audit report by the **MDOT** Audit Division, the **LPA** will be removed from audit suspension.

The **MDOT** will review the audit report to determine the following:

- The **LPA's** financial statements should fairly present the **LPA's** financial position and operations in accordance with generally accepted accounting principles;
- The **LPA** should have an internal control system that provides reasonable assurance that the **LPA** has adequate administration over the federal funds; and
- The **LPA** should be in compliance with all applicable laws, regulations and contract agreements related to the federal funds expended.

If the Schedule of Findings and Questioned Costs presented in the audit report lists any reportable findings pertaining to the federal transportation programs, the **MDOT** will request a Corrective Action Plan to ensure that the **LPA** will take appropriate corrective action to eliminate the said findings.

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year of the Long Range Transportation Plan. Urbanized Area STP funds are apportioned to the MPO rather than to individual jurisdictions within these areas. Projects within the MPO area must be selected in conformance with the MPO planning process.

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### 1.3 SPECIAL MATCH **CREDIT** PROGRAM (FLEXIBLE MATCH):

The Special Match Credit Program is available for all funding types of LPA projects and is to be requested only by those **LPA's** who advance funding of those projects at their own cost. If requested in the Project Initiation Process (See Section 2.1), the **LPA** may qualify to use actual incurred costs for Preliminary Engineering (PE), Right-of-Way (ROW), and other eligible costs as part, or all, of the required share for the construction project by obtaining Special Match Credit. **Work performed using LPA forces and equipment is not eligible for Special Match Credit.** The eligible amount of Special Match Credit will be determined by **MDOT** based upon documentation provided by the **LPA** in the [Statement of Expenditures for Special Match Credit](#). This documentation must be submitted with the PS&E Assembly. All supporting documentation must be submitted with any PE Cost, Right-of-way Cost, or Other eligible cost that the **LPA** requests for Special Match Credit. The **LPA** will be notified of the allowable Special Match Credit once the PS&E Assembly has been authorized. The **LPA** will not be eligible for any Special Match Credit that is not submitted with the PS&E Assembly. No Special Match Credit will be allowed after the project has been authorized by FHWA. To be eligible for Special Match Credit, the following conditions must be met:

- The **LPA** must submit all documentation and follow all procedures as required by **MDOT** in [LPA Consultant Operating Procedures for Professional Services](#). **MDOT** must concur with the **LPA's** consultant selection procedures for Preliminary Engineering to be eligible for Special Match Credit.
- The **LPA** must obtain all real properties (ROW) and easements in accordance with procedures required by Federal and State laws and regulations; and,
- The **LPA** must meet all **MDOT** and Federal Highway Administration (FHWA) requirements for environmental studies and permits (environmental documents must be approved prior to any design or ROW activities); and,
- **By submitting the PS&E Assembly, the LPA agrees to be responsible for all matching funds above the Special Match Credit.** Special Match Credit in excess of the **LPA's** required construction share will not be allowed (e.g., if the PE, ROW and Other cost exceeds the 20% local share for construction of an STP project, no funds above the 20% share will be reimbursed to the **LPA**).

[Examples of the application of Special Match Credit to projects](#) (within available allocated funds and above available allocated funds) are included as a PDM Link.

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### 1.4 PUBLIC INVOLVEMENT:

The **LPA** must initiate Public Involvement early in the project initiation process in order to assure the opportunity for maximum participation on the part of the public in the selection and development of projects. The National Environmental Policy Act (NEPA) provides guidelines for locally developed public involvement processes and procedures. The FHWA publication entitled ["Public Involvement Techniques for Transportation Decision-making"](#) offers a variety of public involvement techniques available to the **LPA**.

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### 1.5 VALUE ENGINEERING:

Federal policy requires that a Value Engineering (VE) study be performed for all projects on the National Highway System with an estimated total cost (includes design, right-of-way and construction costs) of \$50 million or more or a bridge project on the National Highway System of \$40 million or more. In addition, federal guidelines strongly encourage the use of VE throughout project development, design and construction of major highway projects where its employment has high



potential for cost savings. The Federal Highway Administration publication "[FHWA VE Policy](#)" provides guidance on the application of Value Engineering.

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### **1.6 SYSTEMS ENGINEERING AND ARCHITECTURE REQUIREMENTS:**

Systems Engineering and Architecture Requirements must be met for **LPA** projects that are determined to include ITS elements regardless of the funding category. No new projects determined to include ITS elements can advance without demonstrating compliance with the Regional ITS Architecture which defines system components, key functions, organizations involved in developing the architecture and the type of information to be shared between organizations and between parts of the system.

All projects determined to include ITS elements must be developed using Systems Engineering Analysis. Systems Engineering Analysis is an approach to designing projects that employs an iterative process in the design, testing and evaluation of the implementation. Systems Engineering requires the project team to consider all phases of a system's lifecycle from the moment of the system's conception to its retirement from use. This means taking into consideration the stages of planning, design, procurement, deployment, operations, maintenance, expansion and retirement of the system or subsystem. This approach also requires the team to:

- Identify alternatives at each step of building the system.
- Evaluate each alternative based on costs, technical considerations and customer needs.
- Consider what risks exist throughout the process and plan for their management.

For assistance in determining Systems Engineering and Architecture requirements, contact the **MDOT** District LPA Coordinator.

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### **1.7 PROJECT DEVELOPMENT CHECKLIST:**

The [Project Development Guide](#) and [Project Development Flowchart](#) provide the **MDOT** District LPA Coordinator with a step by step checklist for monitoring individual projects. It is also intended as an aid to the **LPA**, the **LPA** Project Manager, their consultant(s), etc. to insure correct and timely accomplishment of State and Federal requirements in project development and management. The Guide shows the points at which approvals are required and the nature of the approvals. **A copy of the Guide, with each item checked, dated, and initialed will be maintained by the MDOT District LPA Coordinator at various stages throughout the life of the project.**

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## CHAPTER 2: PROJECT ACTIVATION AND OVERSIGHT

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### 2.1 PROJECT ACTIVATION:

Activation of a **LPA** project included in the approved STIP is a two-step process.

**Step 1:** The **LPA** shall submit a written request to the appropriate **MDOT** District LPA Coordinator. This request must be **signed by the Chief Official of the LPA** (Mayor, President of the Board of Supervisors, or Agency Head). This request must include the following attachments:

- **A [Vicinity Map](#) indicating the approximate location of the project site**
- **A copy of the [STIP](#) page where the project is listed or a STIP Amendment Form or the Award Letter if it's a TAP Project.**
- **A copy of the minutes of the Board or Council meeting authorizing the LPA Chief Official to request activation of the project.**
- **The latest annual audit of the LPA on file with the State of Mississippi Office of the State Auditor.**
- **A copy of the LPAs certificate from the LPA Process Training and Certification (Training on the PDM) that is not older than 2 years. Certificates are required for all LPA Directors and Managers. It is recommended that all LPA Chief Officials also attend.**
- **If the project is within an urbanized area, the information must first be submitted through the appropriate MPO for its approval and identification of funding type (TMA or urban funds).**

Upon approval of the request, **MDOT** will assign a project number for the proposed work and notify the **LPA** in writing (letter or email) that it may proceed to Step 2 of the activation process. **MDOT's assignment of the project number to the LPA does not constitute MDOT approval to continue with full project development.** It only gives the **LPA** authority to proceed to Step 2 of the activation process as described below and to obtain the services of a Professional Consultant (if needed) to develop the form(s) necessary for completion of Step 2. In the event the **LPA** intends to utilize the services of a Professional Consultant, the Professional Consultant must be licensed in the State of Mississippi, have a certificate from the LPA Process Training and Certification (Training on the PDM) that is not older than 2 years, and selected in compliance with the [LPA Consultant Operating Procedures for Professional Services](#). For more information on consultant procurement please also see Section 2.4, Professional Services (page 14).

The **MDOT** District LPA Coordinator will at this time begin development of a [Memorandum of Understanding](#) (MOU) for Local Public Agency Projects between the **LPA** and **MDOT**. **The LPA must administer the project in accordance with the conditions within the executed agreement.**

**Step 2:** Upon receipt of the following:

- Assigned project number
- An executed MOU
- **MDOT's** approval of the proposed Professional Consultant(s) (if applicable)

**The LPA shall provide the MDOT District LPA Coordinator:**

1. A Federal Aid (FA) route map with the FA number and map (found at the following link [functional classification map](#)), if not provided during activation.
2. A completed [LPA-100](#). This will include a brief description of the proposed improvements, estimated preliminary engineering costs, right-of-way costs and other costs to be paid by the **LPA**. Construction engineering costs, testing costs and contingency costs shall each be calculated as 5% of the construction cost for a total of 15% of the construction cost. The **LPA's** Estimated Project Costs are for **informational purposes only**.

Preliminary Engineering and Design Costs, Right-of-Way Costs and Other Costs paid by the **LPA** are eligible for consideration in the Special Match Credit Program. If eligible for the Special Match Credit Program, the **LPA** must indicate such intent in the [LPA-100](#) that is provided to **MDOT** and follow proper procedures in the selection of consultants.

3. Either Form LPA-700 (**LPA** Roadway Design Related Data that includes roadway improvements) or Form LPA-800 (**LPA** Non-Roadway Design Related Data for any non-roadway project such as TE projects) must be submitted with the LPA-100. **The project, as described in the LPA-700 and/or LPA-800, should be considered as conceptual only** with a preferred design to be determined during the development of the environmental studies.

#### ***LPA-700 – LPA Roadway Design Related Data***

An [LPA-700](#) form is required for any roadway project. **The minimum required design values for all basic design criteria for the project must be shown.** If any of these values cannot be met during the design process, a design exception request shall be submitted by the LPA for consideration. MDOT may or may not grant design exception requests. To expedite the approval of roadway projects, typical sections of existing facilities and proposed improvements shall be presented as clearly as possible. A vicinity map must also be attached. Design requirements vary, depending on the type of work (i.e. new construction, 3-R (Resurfacing, Restoration or Rehabilitation as shown in [Chapter 11 of MDOT's Roadway Design Manual](#)), 1R ([preventive maintenance resurfacing](#)) etc.). The functional classification of a roadway can be determined from the [functional classification maps](#).

Design geometrics for roadway projects shall conform to criteria established by AASHTO and other design criteria adopted and approved by **MDOT** and FHWA for use by a **LPA**. Major reference publications for roadway projects are listed within Chapter 5, *Preparation of Plans, Specifications & Estimate (PS&E) Assembly*.

If traffic control devices (i.e. three-way stops, four-way stops, and/or traffic signals) are anticipated, sufficient support data must also be included for proper evaluation. (This data will usually be submitted after the environmental process.) Typical support data includes the basic intersection type, roadway functional classification, intersection channelization schemes, intersection design elements, traffic turning movement counts<sup>3</sup> and MUTCD warrant analysis. A signal implementation plan will be requested by **MDOT** when traffic signals are involved.

#### ***LPA- 800 – Non-Roadway Design Related Data***

An [LPA-800](#) is required for non-roadway projects such as TA projects. If a non-roadway project (i.e. pedestrian/bicycle path, acquisition of scenic or historic site, archaeological research and/or preservation, etc.) is proposed, supplemental sheets should be added fully describing the proposed project and detailing any proposed design standards. For ease of duplication, confine any supplemental sheets to 8.5in x 11in or 11in x 17in.

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<sup>3</sup> Traffic Turning Movement counts relate to movements of vehicles at an intersection of two or more roads or streets. This special traffic count must be accomplished during certain specific hours. Contact **MDOT** Planning Division for information on procedures for accomplishing these special traffic counts.

The **LPA** shall then submit the information discussed in Step 2 to the **MDOT** District LPA Coordinator. Upon approval by **MDOT**, the provided information shall be returned to the **LPA** by the **MDOT** District LPA Coordinator along with notification that the **LPA** may proceed with project development.

At this time the **MDOT** District LPA Coordinator will schedule a “kick-off” meeting to discuss preliminary plans, the Environmental Process and the Right-of-Way Process.

**MDOT** approval will be confirmed only upon receipt of the required information from the **LPA**. Step 2 approval by **MDOT** does not commit any funds nor does it imply approval of specific project plans yet to be developed. The approval simply declares that the proposed project is eligible for Federal-aid funding. In addition, Step 2 approval by **MDOT** does not prevent the lapse of the allocated funds (See Section 1.2).

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## **2.2 DESCRIPTION OF PROJECT PHASES:**

The **MDOT** has defined a minimum of three (3) phases for projects:

### **1. Preliminary Engineering (PE)**

Preliminary Engineering includes: (a) the development of the environmental documents, which can be a separate phase by itself depending on the Class of environmental action needed; and (b) the process of preparing all necessary plans for construction, including the preparation of maps and deeds and right-of-way plans if additional right-of-way will be required. The **LPA** may use a full time employee of the **LPA** or hire a consultant to accomplish preliminary engineering. The Preliminary Engineering phase also includes providing the PS&E package. If there is a Congressional Earmark available or if the project is inside a MPO that allows for Federal reimbursement for this phase of work then **the LPA must request, in writing, to the MDOT LPA Coordinator** that they desire to utilize earmarked funds for this phase of work. The LPA Coordinator will provide necessary information to MDOT's Local Public Agency Division in order to gain Project Authorization from FHWA via, Federal Highway's Fiscal Management Information System. No reimbursable work may begin until this 'authorization' has been granted.

### **2. Right-of-Way (ROW)**

Right-of-Way is the process of the acquiring of all real properties and easements required for the construction, maintenance, and operation of a project, and relocation of utilities that conflict with the planned construction. If additional ROW (property acquired by any means; purchase, donation, etc.) or utility work is required, the **LPA** must notify the **MDOT** District LPA coordinator as soon as they become aware of the issue. The **LPA** may select a full time employee of the **LPA** or hire a consultant to perform right-of-way related activities. Any required right-of-way acquisitions by **LPA** or its consultant must be accomplished in accordance with Federal and State laws and regulations. In the event the **LPA** intends to utilize the services of a consultant, the consultant shall be acquainted with **49 CFR Part 24 (Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs)**, the **MDOT Right-of-Way Operations Manual (ROM)**, and selected in compliance with the state laws that are applicable to the selection of firms or individuals that provide professional services to the local agency. Additionally, appraisers and review appraisers must be licensed by the State of Mississippi (licenses are not currently required by the State of Mississippi for acquisition or relocation services). **Failure to follow the procedures, regulations, laws and policies as set forth hereinabove may result in the withdrawal of all or part of the federal funds allocated.** The procurement of these services shall comply with state law and local regulations. If there is a Congressional Earmark available or if the project is inside a MPO that allows for Federal reimbursement for this phase

of work then the LPA must request, in writing, to the MDOT LPA Coordinator that they desire to utilize Federal funds for this phase of work. The Local Public Agency Division will provide necessary information to MDOT's Programming Division in order to gain Project Authorization from FHWA via, Federal Highway's Fiscal Management Information System. **No reimbursable work may begin until this 'authorization' has been granted.**

### 3. **Construction (CON) and Construction Engineering & Inspection (CE&I)**

Construction is the process of constructing the project by a contractor. Construction engineering and inspection involves the required oversight and inspection of the construction by the **LPA**. Construction engineering costs are eligible for Federal funding participation as part of the project construction cost.

The **LPA** may use a full time **professional** employee of the **LPA** or hire a consultant to accomplish construction engineering & inspection. Any firm, engineer, and/or architect chosen by the LPA shall be licensed by the appropriate board in the State of Mississippi. Construction engineering & inspection includes (but is not limited to) the following:

- supervision and inspection of the contractor doing the work,
- collection of all material samples for testing,
- compliance with designs and standards,
- measurement and documentation of pay-item quantities,
- preparation, submission, and approval of all construction payment requests, and preparation and retention of daily project diaries.

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## 2.3 PROJECT OVERSIGHT:

**MDOT** requires all projects to have plans, specifications, and estimates prepared and administered by a **professional** that is licensed in Mississippi. If a project involves roadway or structural design, the **professional** must be a Registered Professional Engineer (PE). If a project involves acquisition of rights-of-way, easements or parcels for conveyance purposes, whose descriptions are based on a survey, the descriptions must be prepared under the supervision of a Professional Surveyor (PS). If a project involves building construction and restoration, landscaping, etc., the **professional** must be a licensed Mississippi Architect or Landscape Architect. Registration and licenses must have been issued and regulated by:

- **Engineers and Surveyors:** the Mississippi Board of Licensure for Professional Engineers and Surveyors, Jackson, Mississippi.
- **Architects and Landscape Architects:** Mississippi State Board of Architecture and Landscape Architecture Advisory Committee, Jackson, Mississippi.

The requirement for the **LPA's** professional oversight shall apply to **all** phases of **all** projects funded through **MDOT**. Even though some non-roadway projects may qualify for the licensed Architect or Landscape Architect provision, a licensed Engineer shall be required if structural design is involved. A licensed Professional Surveyor shall be required if right-of-way descriptions from surveys are involved. Within the PDM, the term **professional** shall mean an engineer, surveyor, architect, or landscape architect, duly licensed by the State of Mississippi.

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## 2.4 PROFESSIONAL SERVICES PROCUREMENT:

The **LPA** must utilize a **professional** for preliminary engineering including project design, description of rights-of-way, preparation of maps and deeds, and construction engineering & inspection utilizing one of the following methods:

1. A registered **professional** who is a full time employee of the **LPA**,
2. A contract with a consultant who will perform the duties of the **professional** and is a full time employee of the consulting firm, or
3. An agreement with another government agency that will provide the professional services.

If the **LPA** elects to use a consultant for preliminary engineering, acquisition of right-of-way, and/or construction engineering & inspection and plans to request federal participation for such costs, the consultant must be licensed in the State of Mississippi and selected in compliance with the **MDOT LPA Consultant Operating Procedures for Professional Services** and/or **MDOT** ROW Division procedures.

If the **LPA** retains a professional consultant, the professional consultant will be responsible to the **LPA** for all professional services and activities specified in the respective contract. Such activities shall be under the direct control of the **LPA** employee assigned by the **LPA**. Retaining a professional consultant for said purpose does not relieve the **LPA** of the responsibility for any specified activities. **For purposes of this manual the assignment of the Professional Consultant as the responsible professional consultant for any activities, shall be interpreted to mean responsible to the LPA.**

The **Chief Official** of the **LPA** (Mayor, President of the Board of Supervisors or Agency Head) must submit the consultant selection concurrence package in accordance with **MDOT LPA Consultant Operating Procedures for Professional Services** to the **MDOT** District LPA Coordinator. Should the **LPA** not conform to these selection procedures, federal participation in the work performed by the consultant will not be allowed. An **MDOT** approved Agreement must be executed between the **LPA** and the consultant prior to the accomplishment of any work in accordance with the contract. **If an Agreement is executed after any work included in the Agreement is accomplished, federal participation in the work performed by the consultant will not be allowed.**

**Neither Preliminary Engineering Services nor Right-of-Way services shall be executed on the same contract as Construction Engineering and Inspection (CE&I).** The **LPA** may elect to advertise for a consultant for each phase of a project separately or any combination of phases. The **LPA** may also utilize the **MDOT** Master Contract List for consultant services. In all cases, the selection must comply with the rules of the appropriate regulating board and must be in compliance with the **MDOT LPA Consultant Operating Procedures for Professional Services**. **The LPA should contact the MDOT District LPA Coordinator prior to selecting or advertising for selection of a consultant.**

The **LPA** shall provide the **MDOT** District LPA Coordinator with the name, title, and position of each of the following individuals designated by the Chief **LPA** Official as responsible for **LPA** oversight of the project:

1. **Project Director** - This may be the **LPA's** Public Works Director, City/County Engineer, or other official with overall responsibility to supervise the Project Manager/Assistant Project Manager. The **LPA's** Project Director *must be a full time employee of the LPA* and not a consultant or contract employee. The Project Director and Project Manager may be the same person if so designated by the Chief **LPA** Official and the designated person is a full time **LPA** employee. The Project Director shall be the individual with 'Responsible Charge' for the project. 'Responsible Charge' means the Project Director is: (a) aware of the day-to-day operations on the project; (b) aware of and involved in decisions about changed conditions which require change orders or supplemental agreements; (c) aware of the qualifications, assignments, on-



the-job performance, etc. of the consultant staff at all stages of the project; and (d) visiting the project on a frequency that is commensurate with the magnitude and complexity of the project.

2. **Project Manager** - The Project Manager may be either a **LPA's** employee or an engineer hired by contract, provided the contractual employee is hired using [MDOT LPA Consultant Operating Procedures for Professional Services](#). The Project Manager and Project Director shall not be the same person if the Project Manager is a contractual employee rather than a full time **LPA** employee. The Project Manager is in direct control of the work of any consultant selected by the **LPA**; therefore, if the Project Manager is also a consultant, they must be independent of the professional services contract they will oversee, in accordance with the Rules and Regulations of the Mississippi Board of Licensure for Professional Engineers and Surveyors. The Project Manager, if a full time **LPA** employee, shall sign estimates submitted by the **LPA** to **MDOT**. Otherwise, the Project Director shall sign estimates.
3. **Project Engineer/Architect** - The **LPA** Project Engineer/Architect is a qualified **professional** as described earlier who shall have direct control of project supervision during one or more phases of the project. The **LPA** Project Engineer/Architect may be a full time **LPA** employee or consultant hired in compliance with [MDOT LPA Consultant Operating Procedures for Professional Services](#). For the purposes of this manual, the term **professional** is used for the PE and ROW phases, and the term **project engineer/architect** is used for the construction phase.
4. **Safety Officer** (Required during CE&I phase)- The **LPA** Safety Officer oversees work zone traffic control for the project on behalf of the **LPA**. The **LPA** Safety Officer must be certified as having completed an **MDOT** approved work zone traffic control course (must provide certificate from **24 hour course**). The Safety Officer may be a full time **LPA** employee or consultant hired using [MDOT LPA Consultant Operating Procedures for Professional Services](#). Generally, a Safety Officer will not be required for projects which do not have work zone traffic control issues. However, the **LPA** should first consult with the **MDOT** District LPA Coordinator for requirements.
5. **Certified Stormwater Inspector** (Required during CE&I phase) – The Stormwater Inspector must hold valid Stormwater Inspector Certification acceptable to the **MDOT** (must provide certificate upon request). The Stormwater Inspector for the project will ensure compliance with the approved erosion control plan and all applicable regulations.

The **Project Director** shall be designated by the **LPA** before any work of project development begins. If any designated employee or consultant changes during the development and construction of a project, the **LPA** will immediately notify the **MDOT** District LPA Coordinator of the name, title, and position of the replacement for approval.

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## CHAPTER 3: ENVIRONMENTAL DOCUMENTATION

The environmental analysis undertaken for a project is the instrument for making decisions about project location and design concepts. The environmental process provides the **LPA** with the means to evaluate factors that should be considered during project development and in determining the best solution to transportation needs. This process is designed to be conducted in partnership with the communities and federal and state agencies affected by the proposed project. Letters of Solicitation of Views (SOV) should be coordinated with **MDOT** Environmental Division prior to the **LPA** sending out any letters. **MDOT** Environmental Division should be copied on all correspondence. Resource Agency Scoping Meetings should be coordinated with **MDOT** Environmental Division prior to contacting the various agencies. Environmental Studies such as Cultural Resource Surveys, Wetland Assessments, etc., should be prepared by the **LPA** or their consultant and submitted to **MDOT** District LPA Coordinator who will forward to the **MDOT** Environmental Division to obtain Resource Agency's concurrence unless otherwise advised by the **MDOT** District LPA Coordinator/Environmental Division Engineer/Administrator.

The **LPA** must use a **professional** to accomplish required environmental documentation. Guidance on the environmental process is found in the following sources:

- **MDOT** Environmental Division Standard Operating Procedures (S.O.P.) - A copy of each S.O.P. can be obtained from the **MDOT** Environmental Division. An **LPA** shall contact the **MDOT** District LPA Coordinator to verify that they have the current S.O.P. prior to beginning procedures within the S.O.P.:
- ENV-02-01-00-000, *Project Development/Environmental Documentation*,
- ENV-02-01-01-160, *Environmental Class of Action Determination*,
- ENV-02-02-02-160, *Guidelines for Completing Form ENV-160*,
- [Form ENV-160-LPA](#), *Environmental Class of Action Determination (LPA)*, and
- [Rule No. 941-8701-02000](#), *Public Involvement/Public Hearings*, and;
- FHWA Publication No. FHWA-PD-96-031, [Public Involvement Techniques for Transportation Decision-making](#);
- FHWA's Technical Advisory [T6640.8A](#), *Guidance for Preparing and Processing Environmental and Section 4(F) Documents*;
- 23 CFR [Part 771](#), *Environmental Impact and Related Procedures*; [Part 772](#), *Procedures for Abatement of Highway Traffic Noise and Construction Noise* (**TNM Lookup Tables may no longer be used in performing a noise analysis for Federal or Federal-aid Highway projects**); and [Part 777](#), *Mitigation of Environmental Impacts to Privately Owned Wetlands*;
- Executive Orders on [Environmental Justice](#), [Native American Coordination](#), and [Environmental Stewardship](#); and
- Information on the full range of [FHWA Environmental Programs](#).

A kickoff meeting should be scheduled for all projects and should be held immediately following project activation. One goal of this meeting is to engage **MDOT's** Environmental Division so a preliminary project assessment can be made in order to help identify any significant potential impacts to the human & natural environment. Information from this meeting can be used by the **LPA** and their **professionals** to help determine the preliminary engineering scope of work.

Prior to the **LPA** starting the environmental process, the **LPA** shall contact the **MDOT** District LPA Coordinator and provide a [Purpose & Need Statement](#) (click [here](#) for FHWA guidance). The **MDOT Form ENV-160-LPA** shall be used as a guideline to help determine potential effects/impacts of the proposed project.

Using the information provided by the **LPA**, the **MDOT** District LPA Coordinator will be responsible for collaborating with the **MDOT** Environmental Division and FHWA to make a determination as to the **Class of Environmental Action** needed for the project. Once the **Class of Environmental Action** has been determined, the **MDOT** District LPA Coordinator will advise the **LPA** accordingly and the **LPA** will be responsible for preparation of all environmental documentation. Listed below is a brief description of the three Classes of Environmental Action for reference.

Three Classes of Environmental Action:

- **Class I** - The Environmental Policy Act (NEPA) Class I Action requires an Environmental Impact Statement (EIS) and applies to projects that significantly affect the environment. **Projects with significant impacts will require an EIS and the LPA must contact the MDOT District LPA Coordinator to set up a Project Development Initiation Meeting with the MDOT Environmental Division Engineer and FHWA before starting any environmental work to ensure compliance with the latest environmental regulations** (See S.O.P. ENV-02-01-00-000). **FHWA/MDOT shall be the joint-lead agency for any Environmental Impact Statement under Class I Action.**

**MDOT** and the **LPA** shall follow the listed guidelines for NEPA and submit the appropriate environmental documentation as outlined in the Project Development Initiation Meeting to the **MDOT** Environmental Division Engineer/Administrator for review and for concurrence; the **MDOT** will coordinate with FHWA and request appropriate approvals. Once the Draft Environmental Impact Statement (DEIS) has been approved by FHWA for presentation at a public hearing, the public hearing is to be advertised by **MDOT** as outlined in **MDOT Rule No. 941-8701-02000**, *Public Involvement/Public Hearings*, and FHWA Technical Advisory [T6640.8A](#). After satisfying the public involvement requirements, **MDOT** shall prepare and submit the Final EIS, addressing comments resulting from agency and public input. Once **MDOT** and FHWA approve the Final EIS, **MDOT** will distribute the Final EIS accordingly and FHWA will issue a Record of Decision (ROD) to finalize the study.

A written Environmental Re-evaluation will be required if more than three years elapse between the FHWA's issuance of the Record of Decision (ROD) and next federal action or if minor modifications to the planned alignment or anticipated impacts are necessary. Additional studies may be warranted; therefore, the **LPA** must coordinate with the **MDOT** District LPA Coordinator accordingly. **If significant changes occur, the LPA must contact the MDOT District LPA Coordinator immediately to determine if a Supplemental EIS will be required.**

- **Class II** - The Environmental Policy Act (NEPA) Class II Action requires a Categorical Exclusion (CE) and applies only to projects that do not significantly affect the human and natural environment. Road overlay, bridge replacement, traffic signals, and enhancement projects typically fall into this class. A list of the type of projects that are categorically excluded can be found in [23 CFR Part 771](#). **For projects that require a Categorical Exclusion, the LPA must complete the MDOT Form ENV-160-LPA and provide appropriate environmental studies such as, but not limited to, a cultural resource survey, a wetlands/streams assessment, a relocation assistance study, a hazardous materials assessment, and a threatened & endangered species assessment. Depending on the type of project, some public involvement may be needed.** This package shall be submitted to the **MDOT** District LPA Coordinator to obtain environmental approval as it serves as the approval document for Categorical Exclusion determinations (See S.O.P. ENV-02-01-00-000)

Once the CE is approved, **no additional environmental documentation is required unless more than three years elapse between the FHWA's approval of the ENV-160-LPA and the next federal action or if changes of any significance occur.** In these cases, a written Environmental Re-evaluation will be required. Additional studies may be

warranted; therefore, the **LPA** must coordinate with the **MDOT** District LPA Coordinator accordingly.

- **Class III** - If the project is neither a Class I nor Class II action, it is considered a Class III action. The Environmental Policy Act (NEPA) Class III Action requires an Environmental Assessment (EA) to determine if there is a significant impact to the human and/or natural environment. **For projects that require an EA, the LPA must contact the MDOT District LPA Coordinator to set up a Project Development Initiation Meeting with the MDOT Environmental Division Engineer/Administrator and FHWA before starting any environmental work to ensure compliance with the latest environmental regulations (See S.O.P. ENV-02-01-00-000).**

The **LPA** shall follow the listed guidelines for NEPA and submit the appropriate environmental documentation as outlined in the Project Development Initiation Meeting to the **MDOT** District LPA Coordinator. The **MDOT** District LPA Coordinator will forward acceptable environmental documentation to the **MDOT** Environmental Division Engineer/Administrator for review and for concurrence; the **MDOT** will coordinate with FHWA and request appropriate approvals. Once the Draft Environmental Assessment (Draft EA) has been approved by FHWA for presentation at a public hearing, the public hearing is to be advertised by the **LPA** as outlined in **MDOT Rule No. 941-8701-02000**, *Public Involvement/Public Hearings*, and FHWA Technical Advisory **T6640.8A**. After satisfying the public involvement requirements, the **LPA** shall prepare and submit the Final EA addressing comments resulting from agency and public input to the **MDOT** District LPA Coordinator for processing. Once **MDOT** reviews the Final EA and determines there are no significant impacts that would warrant an EIS, **MDOT** will request a "Finding of No Significant Impact" (FONSI) from FHWA.

**A written Environmental Re-evaluation will be required if more than three years elapse between the FHWA's issuance of the FONSI and the next federal action or if changes of any significance are proposed for the EA/FONSI.** Additional studies may be warranted; therefore, the **LPA** must coordinate with the **MDOT** District LPA Coordinator accordingly.

**At the conclusion of the Environmental Decision-making Process utilizing the above guidance, the Preferred Alternative Solution must be officially identified by the LPA through a resolution and submitted to the MDOT District LPA Coordinator.**

The environmental process may be lengthy and involved, depending on the complexity of the proposed project. Relocation assistance studies, noise studies, cultural resource surveys, Section 4(f)/6(f) documents, Section 106 consultation documentation, wetland findings, mitigation plans, site assessment for hazardous materials, public meetings, etc., may all be required to reach decisions. If the **LPA** has any questions or needs additional information, he/she should contact the **MDOT** District LPA Coordinator immediately.

**Any federally-funded project requiring easements or additional right-of-way (property acquired through any means; purchased or donated) must receive MDOT and FHWA approval of the environmental document prior to beginning the right of way acquisition process. Donated property does not predetermine the location of a project. Consult the MDOT District LPA Coordinator for clarification.**

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## CHAPTER 4: RIGHT-OF-WAY PROCEDURES

The **LPA** shall acquire the necessary right-of-way and/or easements, both permanent and temporary, in accordance with [49 CFR Part 24, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs](#), and the [Right-of-Way Operations Manual \(ROM\)](#) as well as applicable State Law covered under [Title 43 Chapters 37 & 39 of the Mississippi Code](#). The ROM provides guidance to the **LPA** when acquiring right-of-way. The [Citizen's Guide to Property Acquisitions by Local Public Agencies in Mississippi](#) and the [Citizen's Guide to Relocation Assistance From Local Public Agencies in Mississippi](#) are helpful resources.

The **MDOT** Right of Way Division has six (6) District Right of Way Coordinators who will have right-of-way oversight over all **LPA** projects. This oversight includes, but is not limited to the following:

- 1) Ensuring all rights-of-way and legal rights of entry have been acquired;
- 2) Ensuring there are no potentially contaminated sites;
- 3) Ensuring that all relocations have been completed and right-of-way cleared and that there are no encroachments;
- 4) Ensuring that there are no known utilities in conflict with the project with the assistance of the District Utility Coordinator; and,
- 5) Ensuring there are no asbestos contaminated buildings that need to be removed.

The **MDOT** District LPA Coordinator will serve as the primary contact for the **LPA** on right-of-way issues, but will work closely with the **MDOT** District Right of Way Coordinator and will provide assistance and/or advice as needed.

After the Field Review phase of project/plan development as described in Section 5.8 and it is determined that acquisition of property for Right-of-Way is required, the **LPA** and its professional land surveyor shall develop a property map depicting the final ROW limits and affected properties. The **MDOT** District LPA Coordinator, with concurrence from the **MDOT** District Right of Way Coordinator, will direct, in writing, that the **LPA** may begin development of the maps and deeds, also known as a ROW Appraisal Map, for the subsequent Right-of Way Acquisition phase of the project. Title abstracting shall begin in coordination with the development of maps and deeds. Please refer to the [ROM](#)

Once Maps and Deeds has been reviewed and approved by the **MDOT** District Right of Way Coordinator, the **MDOT** District LPA Coordinator will authorize, in writing, for the **LPA** to begin the ROW Appraisal, Acquisition and Relocation phase. **If the LPA begins the ROW Acquisition phase without written approval from the MDOT District LPA Coordinator, it may result in the withdrawal of all or part of the federal funds allocated.**

The **LPA** must maintain records on each right-of-way parcel to document that Federal and State procedures were followed, for a period of at least three (3) years following the transfer of property. Said records will be reviewed by the **MDOT** District Right of Way Coordinator at any time as part of their oversight duties and **there shall be a separate file for each parcel acquired**. If the reviewing **MDOT** District Right of Way Coordinator determines that right-of-way was purchased without following the proper procedures, federal participation in the construction project could be denied.

The **LPA** may select consultants to provide right-of-way services on **LPA** projects. These consulting firms or individuals shall be selected with the state law and policies and procedures of the **LPA** to perform said right-of-way professional services. Any fees shall be subject to review and approval by the **MDOT** District Right of Way Coordinator. The **LPA** must be able to provide adequate evidence that any consultant hired for right-of-way duties is proficient in the knowledge and implementation of [49 CFR Part 24, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs](#), and the [LPA Right-of-Way Operations Manual \(LPA Manual\)](#) and **shall be concurred with by the MDOT ROW Division prior to execution of the contract**

Based on review and approval of the **LPA's** records, certifications and project site inspection, the **MDOT** will issue a Right of Way Certification for the **LPA** project in accordance with Section 3.2 of the Legal Section of the ROM.



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## CHAPTER 5: PREPARATION OF THE PLANS, SPECIFICATIONS AND ESTIMATE (PS&E) ASSEMBLY

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### 5.1 DESIGN CRITERIA:

FHWA and **MDOT** require that the design geometrics conform to the criteria established by AASHTO and other design criteria adopted and approved for use by the **LPA**. Major reference publications for road and street projects are as follows:

1. [MDOT's Roadway Design Manual](#)
2. [MDOT's Roadway Design Standard Drawings](#)
3. AASHTO's *A Policy on Geometric Design of Highways and Streets*
4. [Manual on Uniform Traffic Control Devices \(MUTCD\)](#).
5. Public Rights of Way (PROWAG): <http://www.access-board.gov/prowac/nprm.htm>
6. *Buildings and Facilities Only*: [ADA Accessibility Guidelines for Buildings and Facilities](#)
7. AASHTO's *Roadside Design Guide*
8. [Roadway Design Memo \(k values and stopping sight distance\)](#)
9. [MDOT Landscaping Policy](#)
10. [MDOT Plan Title Sheet Template for LPA](#)

The **LPA** must insure that the **professional** preparing the plans for a project has a copy of the above publications and that the project design conforms to approved design criteria. Upon request, the **MDOT** District LPA Coordinator will assist the **LPA** in obtaining copies of these publications that are readily available.

Other design policies and design guides are listed within [23 CFR Part 625](#), entitled *Design Standards for Highways*.

As a minimum, the Controlling Design Criteria shown on the LPA-700 and highlighted within the [MDOT Roadway Design Manual](#), Geometric Design Tables shall be met. For those instances in which the Controlling Design Criteria or other listed standards cannot be followed, approval of a design exception or design variance is required from **MDOT**. [Design Exception Requests](#) are required when a deviation is desired from any of the Controlling Design Criteria. [Design Variance Requests](#) are required for deviations from any other criteria or standards stated in the MDOT Roadway Design Manual. Design Exception Requests and Design Variance Requests shall be prepared in the form of a report and submitted to the **MDOT** District LPA Coordinator. The Design Exception Request must include the minimum specified design value of the design element, the proposed deficient design value, and the reason(s) for proposing the use of the deficient design value. Other basic information required includes the following:

- reasons why safety is not considered compromised,
- crash history data,
- current Average Daily Traffic (ADT),
- design year Average Daily Traffic (ADT),
- a complete description of the existing and proposed roadway section within the project limits and along the approaches leading into the project,

- posted speed on existing route, and design speed to be used, and any known future roadway improvements planned along the route.
- Traffic Noise Model (TNM) Lookup Tables may no longer be used in performing a noise analysis on Federal or Federal-aid Highway Projects.

A Design Exception Request or Design Variance Request can delay the approval process of the LPA-700 due to the additional review required. To minimize this delay, it is essential that the **LPA** submittal include all required data to justify any request. Each Design Exception Request or Design Variance Request will be evaluated based upon data submitted and **MDOT** may or may not grant approval. Examples of [Design Exception Requests](#) and [Design Variance Requests](#) are included within the PDM Links.

For roadway projects, the **LPA** shall strive for a minimum Level of Service (LOS) "C." Level of Service is a term related to the traffic operations performance of a roadway. The terms are defined and explained in the Transportation Research Board's Special Report 209 titled *Highway Capacity Manual*. Major emphasis shall be placed on safety features and safe traffic operations.

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## 5.2 STRUCTURE AND HYDRAULIC DESIGN CRITERIA:

FHWA and **MDOT** require that the design of all highway structures and appurtenances conform to the criteria established by AASHTO and FHWA. Major reference publications (Latest Editions and Interim Revisions) for highway structures and appurtenances are as follows:

1. AASHTO *LRFD Bridge Design Specifications*
2. AASHTO *Guide Specifications for LRFD Seismic Bridge Design*
3. AASHTO *Standard Specifications for Structural Supports for Highway Signs, Luminaries and Traffic Signals*
4. AASHTO/AWS D1.5M/D1.5 *Bridge Welding Code*
5. AASHTO *Manual on Subsurface Investigations*
6. AREMA *Manual for Railway Engineering* (and as directed by Railway Owner)
7. FHWA Publication, [HEC-11](#), *Design of Riprap Revetment*
8. FHWA Publication, [HEC-18](#), *Evaluating Scour at Bridges* [Errata](#)
9. FHWA Publication, [HEC-21](#), *Design of Bridge Deck Drainage*
10. FHWA Publication, [HEC-23](#), *Bridge Scour and Stream Instability Countermeasures* [Errata](#)
11. FHWA Publication, [HDS-1](#), *Hydraulics of Bridge Waterways*
12. FHWA Publication, [HDS-5](#), *Hydraulic Design of Highway Culverts*

The **LPA** must insure that the **professional** preparing the plans for a project has a copy of the above publications and that the project design conforms to approved design criteria.

All calculations, plans and reports in the areas of structural design, hydraulic design and geotechnical engineering shall be prepared under the supervision of and stamped by a professional engineer licensed to practice in the State of Mississippi and practicing only in the disciplines in which the engineer is qualified by education and/or experience.

Hydraulic design and analysis is required for all structures that span over waterways and shall be in conformance with [MDOT's Roadway Design Manual](#), [23 CFR 625](#), [630](#) and [650](#), the Floodplain Management Regulations for the State of Mississippi (Chapter 5, General laws of 1979, 1<sup>st</sup> Extraordinary session of the State, as amended) and Federal Emergency Management Agency (FEMA) regulations and any other applicable laws.

Geotechnical Design Criteria for structures (bridges and/or retaining walls) shall be determined from subsurface investigation and laboratory testing. Geotechnical borings and testing shall be completed and a Geotechnical Investigation Report shall be prepared by a Geotechnical Engineer and contain Generalized Soil Profiles and the recommendations for the following as well as supporting data used for design:

1. Settlement of Bridge Approach Embankments
2. Determination of AASHTO LRFD Soil Site Class and Seismic Zone
3. Liquefaction Assessment for LRFD Seismic Zone 3 & 4 as applicable
4. Differential Settlements of Retaining Wall Structures
5. Stability of Bridge End and Side Slopes
6. Stability of Side or Back Slopes in Areas of Excessive Fill of Cut Sections
7. Foundations for Bridge and/or Retaining Wall Structures

Structural plans shall include but not be limited to:

1. Layout sheet(s) including plan and elevation, centerline soil profile, substructure details, superstructure details, miscellaneous details, pile details, notes, and all other details necessary to show: (a) complete geometric controls, (b) grades, (c) vertical and horizontal clearances, (d) topographic features (original and final), (e) design data, (f) quantities, (g) special notes, (h) pile notes and bearing requirements, (i) existing natural ground elevations at each bent/pier, (j) scour elevations at each bent/pier for both the 100 and 500 year flood events (k) shoring requirements for foundation construction (when applicable), (l) all other pertinent details of the bridge site, and (m) special construction requirements.
2. Detail sheets for substructure and superstructure shall show all details necessary for their construction and shall include, but not be limited to: (a) all dimensions convenient to construction, (b) sufficient cross section details, (c) beam sizes, types and spacing, (d) elevations, (e) crown details, (f) reinforcing details, (g) minimum normal pile bearing resistance for LRFD Strength load combinations, pile types and sizes, (h) prestressing data where required, (i) notes, and (j) proper cross referencing.

Final structural plan submittal will include:

1. Contract plans
2. Erosion Control Plan
3. Structural design computations
4. Hydraulic design/analysis computations, supporting data and reports
5. NCHRP Report 350 Test Level Criteria for the barrier railing used on the structure
6. Quantity estimate computations
7. Special provisions
8. For bridges, bridge inventory and operating rating with computations
9. Geotechnical Investigation Report

Final structural plan submittal shall be accompanied by a written certification from the professional engineer that a detailed check of all items required in the submittal has been made prior to submission.

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### **5.3 PREVENTIVE MAINTENANCE RESURFACING (1R) PROJECTS**

Preventive maintenance restoration projects (1R) are intended to prolong the useful life of the pavement structure. 1R projects must meet [Federal Aid Eligibility Requirements for Preventive Maintenance](#).

The [MDOT Pavement Design Procedure/Policy](#) provides additional information and guidance for pavement design.

Plans are not necessary for pavement maintenance restoration project (1R) and can be “proposal-driven” projects which shall meet all the requirements in the [Proposal Checklist](#) as well as the following requirements within the Notice to Bidders for Scope of Work (SOW):

1. Body of the Scope of Work should be a narrative to describe the work required under the contract in full including work zone station limits, general description of the work, specific direction on specialized operations, and general notes pertaining to the overall project. Advisement for these criteria can be provided by the District LPA Coordinator as well as the Construction Division Area Engineer.
2. Vicinity Map – this map should show the BOP and EOP of the project as well as sounding streets.
3. Typical Sections – typical sections of the pavement restoration and/or any other project specific modification to the roadway should be shown in cross section.
4. Recapitulation (Recap) Sheets – these should chart form tabulations with stationing information provided for pay items that have specific work zone locations including, but not limited to, driveway replacements, failed area replairs, localized milling, guard rail, signs, etc.
5. Additional Standard Drawings and Special Design Sheets<sup>4</sup> should be provided that are not included in the Notice to Bidders for Standard Drawings.
6. Details and/or drawings depicting project specific work should also be provided as necessary.

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## 5.4 PLANS:

Project plan sheets shall be arranged in the following order:

	Field Review	Office Review	PS&E Assembly
Title Sheet	X	X	X
Typical Sections Sheets	X	X	X
Pay Items (Blank SOQ Sheets)	X		
Summary of Quantities Sheets		X	X
Estimated Quantities Sheets		X	X
Plan Profile Sheets	X	X	X
Special Design Sheets <sup>4</sup>	X	X	X
Standard Drawing Sheets		X	X
Bridge Drawing Sheets		X	X
Cross Section Sheets		X	
Cost Estimate (Not part of actual plans, but must be submitted along with plans)	X	X	X

The above plan format and standard plan symbols are contained in Chapter 15 of [MDOT Roadway Design Manual](#). Plan format may vary from the above only for non-roadway projects involving architectural work or ITS projects involving new transportation technologies. The plan assembly for such projects shall be in accordance with accepted **MDOT** practice.

The [23 CFR Part 650 Subpart A](#) entitled *Location and Hydraulic Design of Encroachments on Flood Plains* and its non-regulatory supplement prescribes policies for hydraulic designs that impact floodplains.

Provisions of the Americans with Disabilities Act (ADA) shall be met on all projects. [ADA Accessibility Guidelines for Buildings and Facilities](#) and *Draft Guidelines for Accessible Right of Way* provide required provisions for projects.

As the Contracting Agency for any project, the **LPA** is responsible for all ADA provisions and upgrades:

1. New Construction - For any new roadway project, sidewalks and curb ramps must meet full ADA Standards.
2. For Improvements to an Existing Facility – For improvements to any existing roadway, full ADA upgrades must be made at the time of construction to the existing sidewalks and curb ramps. (i.e. Simple hot bituminous overlays require full ADA upgrades to any existing sidewalks and curb ramps (or addition of curb ramps if none exist).

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<sup>4</sup> Special Design Sheets typically include Traffic Control Plan Sheets, Temporary Striping Plan Sheets, Permanent Pavement Marking Plan Sheets, Geotechnical Designs, Retaining Walls, and Erosion Control Plan Sheets. The **MDOT** District LPA Coordinator will provide guidance on which sheets will be required during the various stages of plan development.

3. Buildings must be modified or constructed to accommodate the disabled. Cost is not a reason to exclude ADA access and upgrades from projects. Special curb ramps must be provided for wheelchairs on any new sidewalks or existing sidewalks.

Provisions shall be made in the plans and specifications to include all mitigation measures proposed within the approved environmental document.

The **LPA** shall also be responsible for requesting and/or developing permits, such as stormwater, Corps of Engineers, or air space permits (also see Section 5.7), and for developing agreements with railroads or airports when these facilities are impacted by the project. The **MDOT** District LPA Coordinator shall be contacted for specific instructions when these type situations are involved.

The title sheet for the project plans must adhere to the [MDOT Template for LPA Plan Title Sheets](#) which should be used as a guide and include all the information included in the template unless otherwise advised by the **MDOT** District LPA Coordinator. **The Chief LPA Official MUST sign the Title Sheet.**

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### **5.5 Railroad Diagnostics:**

Projects which include a Railroad Crossing and/or any encroachment onto Railroad Right-of-Way will require a Diagnostic Survey (must be indicated on form LPA-100). An on-site meeting with the **MDOT** District LPA Coordinator, the **LPA** and its **professional**, the Railroad FHWA representative, and others, as deemed necessary by the MDOT LPA Division. At this meeting the **LPA** must provide the supporting information for completion of the Diagnostic Survey. Following the meeting the **MDOT** will provide the approved [Diagnostic Survey](#) to the Railroad and the **MDOT** District LPA Coordinator for distribution to the **LPA**.

Once the Diagnostic Survey is complete, **MDOT** will coordinate with the Railroad and the FHWA Rails Representative to determine if an upgrade to the crossing is necessary. When an upgrade is required the **MDOT** will provide a cost estimate which the **LPA** must include in the overall project estimate.

A separate engineering services agreement will be required between the **LPA** and the Railroad for the purpose of Preliminary Engineering work associated with the crossing upgrade. The **LPA** will be responsible for the design cost incurred by the Railroad. The **MDOT** will process all payments to the Railroad on behalf of the **LPA** under a Master Agreement between the **MDOT** and the Railroad for the actual construction costs of the upgrade.

This section is under review and is subject to change in its entirety.

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### **5.6 SPECIFICATIONS:**

#### **I. Standard Specifications:**

The **LPA** shall use the current edition of [MDOT Mississippi Standard Specifications for Road and Bridge Construction](#) for roadway projects. Contracts which include unit price bidding must use the [MDOT SiteManager 2004 Redbook English Pay Items](#). If a required pay item is not available in this listing, the non-listed pay item shall be submitted for approval by **MDOT** through the **MDOT** District LPA Coordinator.

The contract proposal document shall be composed of the following in the order listed:

1. MDOT Template for LPA Proposal Cover Sheet
2. Bidders Checklist
3. A Table of Contents
4. [Section 901 - Advertisement for Bids](#)



5. Section 904 - Notice to Bidders (to include any project specific requirements, especially for any environmental commitments made within the approved environmental documents)
6. Section 906 - Required Federal Contract Provisions
7. Section 907 - Special Provisions
8. Section 905 - Proposal
  - a. [Proposal \(Section 905 Sheets\)](#)
  - b. [Bid Sheets](#) (Note: Lump Sum items should "XXXX" out the unit price and represent the plan quantity as "1" vs. "100%" on the bid sheets. The Summary of Quantities on the plan sheet should show these items as "100%" vs. "1" )
  - c. Federal Certification - Certificate of Performance
  - d. [Non-Collusion Affidavit](#) (2 copies)
9. Section 902 – Local Public Agency Contract
10. Section 903 – Local Public Agency Contract Bonds (Any Section 902 Contract form must be pre-approved by **MDOT** Local Public Agency Division prior to the advertisement.)
11. Form OCR-481-LPA (3 copies, single sided) and OCR-485-LPA (3 copies, single sided)

A [Proposal Checklist](#) has been developed to aid in the selection of appropriate **MDOT** Notice to Bidders, Special Provisions, and Supplemental Specifications. Copies of the **MDOT** Notice to Bidders, **MDOT** Special Provisions, and other items listed above may be requested from the **MDOT** District LPA Coordinator. The checklist will be updated either on the 1<sup>st</sup> or 15<sup>th</sup> of the each month if changes are warranted.

## II. Non-MDOT Specifications:

Proposal documents for non-roadway projects involving architectural features, etc. will be prepared in accordance with industry standards. The use of architectural standards or any other standard not specifically included in the PDM must have prior approval of the **MDOT** District LPA Coordinator.

Specifications not covered within **MDOT's** Notice to Bidders, Special Provisions, or Standard Specifications must be specifically written for the project. Any such specification must be in the form of a "Local" Notice to Bidders or a "Local" Special Provision, as applicable. Such specifications must also be correctly titled and in the same format as **MDOT** project specifications. Any specification that replaces or supersedes the standard specification should state the specific standard specification or portion thereof that should be replaced or deleted. The subject heading should include the Agency name (or an abbreviation of the Agency name) to identify the specification. Specifications must have the prior approval of the **MDOT** District LPA Coordinator after conferring with the **MDOT** Construction Engineer. Examples of ["Local" Notice to Bidders](#) and ["Local" Special Provisions](#) are included in the PDM links.

The use of trade names in specifications and on plans should be avoided. Instead, specifications should be formulated to assure full opportunity for competition among equivalent materials, equipment, and methods. **MDOT** prior approval is required before the use of proprietary items will be allowed. Specifying patented or proprietary materials, products, or processes is allowed for federal-aid projects only under one of the following conditions:

- At least three (3) names of acceptable materials or products are listed, together with a list of the required features and specifications, that will be considered equal in the listed items;
- The **LPA** is requiring a specific material or product, and a written Public Interest Finding (PIF) document has been prepared and approved (see [23 CFR 635.411](#) for more information); or
- The material or product has been approved through FHWA as an experimental feature.

The **LPA** may specify a specific material or product when there are other acceptable materials and products, when such specific choice has been approved by FHWA as being in the public interest. An example of this would be the synchronization of existing facilities such as traffic signal control

equipment. The written PIF must clearly show that the best interest of the public and agency will be achieved. This is accomplished by describing any cost effectiveness and efficiency to be realized. A cost/benefit analysis should be completed to support the PIF. The supporting documentation and the decision of FHWA must be maintained in the project file. A PIF is not required when the item is considered non-participating and is not reimbursable with federal monies. If a PIF has not been obtained, then the item will automatically be considered non-participating for federal-aid purposes.

### III. Add Option Bidding:

The LPA may specify certain pay item groups or areas of work to be Add Option items. Add Option items should be set up in a separate section of the proposal bid sheets after the base bids with an individual tabulation for each pay Add Option group and listed in order of selection priority. Each Add Option group should also have a separate Summary of Quantity sheet as well as a separate plan profile sheet, where applicable. The Add Option bid evaluation method determines the low bidder using a full tabulation of the base bid plus all Add Options. The [Notice to Bidders for Add Options](#) should be used in the 904 Section of the contract documents and language summarizing the evaluation method should be included in the advertisement.

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#### 5.7 MATERIAL TESTING REQUEST TO MDOT:

The **LPA** may request by letter to the **MDOT** District LPA Coordinator that **MDOT** perform **specified** materials testing. The request must include a listing of the tests requested to be performed by **MDOT**. Performance of such materials testing will be at the discretion of the **MDOT** District Materials Engineer based upon their evaluation of current workloads. Any material testing performed by **MDOT** will be charged to the project. An example of an [LPA letter of request](#) is included as a PDM Link.

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#### 5.8 PLAN REVIEWS:

The **LPA**, with its **professional**, if necessary, is required to hold a field review and an office review of the plans and specifications.

##### I. Field Review

A field review is defined as a meeting with the **LPA** and its **professional**, the **MDOT** District LPA Coordinator, and the necessary **MDOT** division(s), that is held on the project location when the plans are approximately thirty to fifty percent (30-50%) complete. At the onset of plan development, the **MDOT** District LPA Coordinator and the **LPA** shall agree on the required percentage of plan development necessary in order to schedule a field review. The percent required will be dependent on the complexity of the project.

Before the **LPA** holds a plans-in-hand field review, up to ten (ten) (contact **MDOT** District LPA Coordinator for exact number) sets of half scale copies of the field review plans and an updated **construction cost estimate** shall be furnished to the **MDOT** District LPA Coordinator, who will distribute to the appropriate **MDOT** division(s). **MDOT** divisions receiving field review plans shall submit their comments to the **MDOT** District LPA Coordinator prior to the field review meeting. Field Review Plans shall include Preliminary Bridge Plans with hydraulic design/analysis computations, supporting data, and reports, if applicable. Plans shall be provided at least three (3) weeks prior to the field review. These plans must be marked in RED as "FIELD REVIEW".

Just prior to the Field Review, all bridge abutments and bent locations shall be staked in the field, if applicable. Additionally, all utilities shall be clearly marked in the field for the Field Review.

The **LPA** will coordinate the scheduling of the field review with the **MDOT** District LPA Coordinator. **The LPA is required to make notes of comments made during the field review.**

After the field review is complete, the **MDOT** District LPA Coordinator shall be provided a copy of the field review report within **14 calendar days** detailing the minutes of the meeting and the suggested revisions for concurrence. Prior to the Office Review, the **LPA** shall also furnish a memo describing the corrective action taken on each suggested revision from the field review report. On the **MDOT** District LPA Coordinator's approval of the above memo, the **LPA** may continue with preparation of the construction plans.

If Right-of-Way acquisition is required for the project, the **MDOT** District LPA Coordinator will also at this time direct, in writing, that the **LPA** may begin development of the maps and deeds for the subsequent Right-of-Way phase of the project.

## II. Office Review

An office review is defined as a meeting with the **LPA** and its **professional**, the **MDOT** District LPA Coordinator, and the necessary **MDOT** division(s) at which time plans are at least ninety percent (90%) complete. The office review plans shall have all of the pay items listed with the correct pay item numbers, descriptions, and applicable quantity. A preliminary construction cost estimate shall be prepared including each of the pay items listed within the plans. Pay items must be separated and identified as Federal-aid participating and non-participating. The estimate is for pay items only and shall not include any adjustments such as contingencies, testing, or construction engineering cost. Any questions concerning the determination of participating or non-participating pay items should be directed to the **MDOT** District LPA Coordinator. An [Example of a Typical Estimate](#) for a roadway project is included in the PDM links. Estimates for non-roadway projects shall be in a similar format.

Before the **LPA** holds the office review, up to ten (10) (Contact **MDOT** District LPA Coordinator for exact number) sets of half-scale copies of the draft office review plans, specifications, status of right-of-way acquisitions, and the status of all required utility relocations shall be furnished to the **MDOT** District LPA Coordinator, who will distribute to the appropriate **MDOT** division(s). These plans must be marked in RED as "OFFICE REVIEW". **MDOT** divisions receiving office review plans shall submit their comments to the **MDOT** District LPA Coordinator prior to the office review meeting. Three (3) copies of the calculations and construction schedule outline used for computing contract time should be provided with the office review PS&E to be distributed to the **MDOT** Construction Area Engineer for review and comments/concurrence as well as to **MDOT** LPA Division and a copy kept by the **MDOT** District LPA Coordinator.

The **LPA** shall allow a minimum of three (3) calendar weeks in their schedule for **MDOT** review prior to the office review being held. During this time, **MDOT** will determine the Disadvantaged Business Enterprise (DBE) goal for the project. The **LPA** shall coordinate with the **MDOT** District LPA Coordinator of the time, date and location of the office review. It is anticipated that the DBE goal will be provided to the **LPA** at the office review, for subsequent inclusion into the PS&E assembly.

**During the office review the LPA is required to make notes of comments made during the review and submit a copy to the MDOT District LPA Coordinator.**

After the office review is complete, the **MDOT** District LPA Coordinator shall be provided a copy of the office review report, and the **LPA** shall also furnish a memo describing the corrective action taken by the **LPA**.

The **LPA** is responsible for ensuring that the plans meet required design criteria and standards. **The review of the plans by MDOT shall not relieve the LPA, or its professional, of their professional obligation to correct, at their expense, any errors in the plans.**

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### 5.9 PERMITS

The **LPA** is responsible for complying with the requirements of the Clean Water Act and the Mississippi Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) Permit for all projects, regardless of size. The **LPA** is responsible for obtaining a NPDES permit, better known as the stormwater permit, for all projects that disturb an area of one (1) acre or more.

- Projects that disturb more than one (1) and less than five (5) acres the construction activities will be covered by a MSR-15 permit.
- Projects that disturb five (5) acres or more will require an individual MSR-10 permit.

In order to obtain NPDES permit coverage, the **LPA** will be required to have a Storm Water Pollution Prevention Plan (SWPPP). Permit coverage is a requirement of the PS&E submittal package. The **MDOT** District LPA Coordinator can be contacted for additional information. In addition:

- *Wetlands* - Any filling, clearing, or draining of wetlands requires a written permit from the US Army Corps of Engineers (COE).
- *Waters* – Any filling of 0.1-acres or more of waters will require a written permit from the COE.

**The LPA will be responsible for the preparation of the Wetlands/Waters Permit Application. Once the application is completed, the LPA will submit the Application Package to the MDOT District LPA Coordinator. The MDOT District LPA Coordinator will review the application and transmit it to the MDOT Environmental Division to obtain the issuance of the Corps of Engineers Permit. Once the permit has been granted, the LPA will be responsible for all Mitigation Requirements and Special Conditions of the Permit.**

Provisions addressing these requirements, similar to **MDOT** Notice to Bidders, must be included in the project proposal document, if applicable.

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#### **5.10 PS&E ASSEMBLY:**

Submittal and authorization of the PS&E Assembly is the final stage of project development. The **LPA** must obtain authorization of the PS&E Assembly prior to advertising the project.

The **LPA** shall, along with and as part of the PS&E assembly, submit the **APPROVED LPA Sampling and Testing Proposal** to the **MDOT** District LPA Coordinator (see Section 7.7).

The **LPA** is responsible for ensuring that the PS&E Assembly meets required design criteria and standards. Each document of the PS&E Assembly must have identical information relative to the following:

- pay item numbers,
- pay item descriptions, and
- quantities for each pay item.

These documents include the plans, proposal bid sheets, specifications, and the **LPA professional's** construction estimate.

**STEP 1:** A minimum of fourteen (14) days prior to the submittal of the PS&E Assembly, the **LPA** shall submit the following five (5) reports to the **MDOT** District LPA Coordinator:

1. A detailed Right of Way Report which identifies the current status of each acquisition and/or relocation parcel. The ROW report shall state that all acquisitions have been obtained in accordance with Federal and State regulations. The report shall identify the dates of possession, as well as the acquisition and relocation costs of each parcel, including the date of each eminent domain case, should it have been required. If no ROW is required, then the

**LPA** shall submit a statement that no ROW is required and that all project activities will take place on existing ROW. The ROW report shall be signed by the **LPA's Project Director**.

2. A detailed Utility Report which lists each utility owner and describes the status of each utility on the ROW and its impact on the project. The Utility Report shall be signed by the **LPA's Project Director** and the **MDOT** District Utility Coordinator. **Relocated utilities must be shown on plan sheets and be submitted with this report.**
3. A detailed Encroachment Report which states that based on a site inspection that the project ROW is clear of encroachments or has existing encroachments. If an encroachment is identified, the type and location (station number, offset, etc.) shall be clearly described in the report. Steps planned for the removal of the encroachment shall also be described along with a timeline of when its removal will be complete. The Encroachment Report shall be signed by the **LPA's Project Director**.
4. A detailed Hazardous Waste Site Inspection Report which identifies any hazardous waste sites or underground storage tanks within the project limits. The report shall identify remediation plans along with associated timelines. If no hazardous waste sites or underground storage tanks are present, then the report shall state that none are present based on a physical inspection. The Hazardous Waste Site Inspection Report shall be signed by the **LPA's Project Director**.
5. A detailed Asbestos Abatement Report which identifies in detail each building needing abatement, and describing in detail the demolition of the building. If there is no asbestos abatement, then the report shall state that there is no building needing abatement. The Asbestos Abatement Report shall be signed by the **LPA's Project Director**.

In addition to submitting the above five reports, the **LPA** shall request in writing that the Right of Way, Utility, Encroachment, Hazardous Waste, and Asbestos Abatement Certifications be issued by **MDOT** from the **MDOT** District LPA Coordinator for inclusion in the PS&E Assembly by the **LPA**. If **MDOT's** review and inspection reveals that any of the above five listed reports are inaccurate, then the appropriate **MDOT** certification will not be issued until such time as the necessary actions are complete. **This will delay the project for the LPA.** It is therefore imperative that the reports are accurate upon submission to **MDOT**.

**Along with the submission of the Five (5) ROW Reports, a minimum of fourteen (14) days prior to submission of the PS&E Assembly, the LPA shall also submit three (3) original unexecuted CE&I services contract, should one be utilized, to the MDOT District LPA Coordinator. The CE&I contract must have MDOT concurrence prior to MDOT granting Authority to Advertise the project.**

**STEP 2:** Three (3) sets of the PS&E Assembly, coil or comb bound **(NOT 3 RING BINDERS)** shall be submitted to the MDOT District Coordinator for review and approval. Once the PS&E Assembly has been received, the **MDOT** District LPA Coordinator will make a review of the submission. **If there were corrections made or changes recommended by MDOT at the office review, but not included in the submitted PS&E package, the entire PS&E package will be returned without further action.** If all changes have been made, the District LPA Coordinator will retain one (1) and forward one (1) set each to **MDOT** Local Public Agency Division and Construction Division for final approval and authorization to advertise for bids. **The MDOT District LPA Coordinator may request an electronic version for review prior to this official submission.** Each PS&E Assembly set will include as a minimum:

1. [PS&E Assembly Checklist](#) (signed by the LPA Project Director or Chief Official and Professional).



2. One (1) copy of the letter of transmittal signed by the **Chief Official** of the **LPA** (Mayor, President Board of Supervisors, or Agency Head). The PS&E Assembly transmittal letter must include the following:
  - a) A request by the **LPA** for authorization of the construction phase of the project and authority to advertise for bids.
  - b) The name and contact information of the **LPA Project Director**, designated by the Chief **LPA** Official.
  - c) The name and contact information of the **LPA Project Manager**, designated by the Chief **LPA** Official.
  - d) A qualified Registered Professional Engineer/Architect must be assigned as the **CE&I Engineer/Architect** during the construction phase. The name of the assigned **CE&I Engineer/Architect** must be submitted in the PS&E Assembly transmittal letter, unless the **CE&I Engineer/Architect** is to be a consultant, in which case the **LPA** shall request authority to advertise for CE&I services. However, if the **Project Engineer/Architect** is to be the same as the design **professional**, and that design contract was previously concurred in by **MDOT**, then three (3) unexecuted CE&I contracts (signed only by the consultant) shall be submitted for approval. The **LPA** must submit three (3) copies of the unexecuted CE&I contract with the PS&E Assembly, but grouped separately.
3. One (1) copy of the **MDOT** approved project funding worksheet (LPA-100), LPA-700, and/or LPA-800.
4. One (1) set of the project plans. **The title sheet and detailed index must be signed and stamped by the LPA's professional.** The **MDOT** Project Number and County in which the project will be constructed will be printed on every sheet of the plans.
  - **All bridge plan sheets shall be signed & stamped by the LPA's bridge designer.**
5. One (1) copy of the specifications/proposal document, **with the cover sheet signed and stamped by the LPA's professional.** Preparation of the specifications/proposal document is discussed in Section 5.3.
6. One (1) copy of the **LPA professional's Design Statement** stating that the project plans conform to the appropriate design criteria and specifications.
7. One (1) **stamped copy** of the **LPA's** construction cost estimate, including an estimate of the construction engineering and inspection costs, testing costs, and construction contingencies (these must be approximated at 5% each if unknown at this time). This estimate shall be prepared within the last three (3) months of the date of the PS&E Assembly transmittal letter.
8. If the **LPA** plans to utilize Special Match Credit for the project (TE projects only), one (1) copy of the completed **Statement of Expenditure for Special Match Credit**, signed by the Chief **LPA** Official, is required. Costs will be actual. A Special Match Credit request **must** accompany the PS&E package along with all supporting backup documentation for **MDOT** review. If allowed, Special Match Credit will be authorized at the same time as project authorization by FHWA. Special Match Credit cannot be requested after a project has been authorized. Costs of the **professional's** services during the receiving, checking, and certifying of bids cannot be included.
9. If any part of the project or construction activity will encroach on **MDOT** right-of-way, one (1) copy of the approved **MDOT Right-of-Way Encroachment Permit** for those activities, including advanced work zone traffic control devices, which will encroach on **MDOT** right-of-way.
10. One (1) copy of a **Termite Certification** for any building involved in a restoration project. This is required only for the building(s) involved in the restoration.
11. One copy of the **APPROVED** sampling and testing proposal.



12. One (1) copy of the **MDOT** certification of the testing lab and technicians selected for sampling/testing of materials on the project.
13. If Federal-aid funding of **MDOT** sampling/testing during construction is desired, and if the **MDOT** District Lab has agreed in writing to perform the sampling/testing for the project, the **LPA** shall include the following statement in the request to advertise for bids: "The (**LPA** City/County/Agency) of \_\_\_\_\_ is requesting Federal-aid participation in construction plus such construction engineering costs as needed to defray testing charges incurred through **MDOT**." The **LPA** shall also include one (1) copy of the **MDOT** District Materials Engineer's letter agreeing to perform the testing. The charges for **MDOT** sampling/testing work shall be billed directly against the project, and the **LPA** shall be responsible for any matching funds.
14. One (1) copy of the FHWA-approved environmental document if less than three years have elapsed since approval of the environmental document by the FHWA and no significant environmental changes have occurred.

or

One (1) copy of the original FHWA-approved environmental document and one (1) copy of the environmental re-evaluation if more than three years have elapsed between FHWA approval of the original environmental document and the next federal action.

15. **For projects not within an Urbanized Area (UZA) the LPA shall submit a letter detailing how it plans to provide the additional funding requirements over and above the required local share for the federal funds apportioned to the project. This shall be submitted with ALL projects.**
16. If the project lies within an Urbanized Area (UZA) and will utilize funds apportioned to the MPO, one (1) copy of a letter from the MPO confirming that MPO federal funds have been allocated to cover both the **LPA's** Cost Estimate for construction and construction engineering & inspection cost must be included with the PS&E Assembly. The MPO shall review the approved TIP funding authorization compared to the **LPA's** Cost Estimate. If the required federal funds exceed the approved funds, the MPO will take one of the following actions: (this shall be submitted with ALL projects stating which of the following actions will be taken)
  - a) If sufficient Federal funds are available to the MPO, the MPO may allow funding to cover the increased cost. The **LPA** shall obtain concurrence from the MPO and provide evidence of this agreement to the **MDOT** District LPA Coordinator, or
  - b) The MPO will not reallocate funding to cover the additional cost and, therefore, requires the **LPA** to provide local funds (additional **LPA** share) for the amount in excess of the approved Federal funds. **The LPA shall submit a letter detailing how it plans to provide the additional funding requirements over and above the required local share for the federal funds apportioned to the project. This shall be submitted with ALL projects**
17. **One (1) copy of any applicable permits.** (Ex.: Stormwater, 404, FAA, etc.)

Once the PS&E Assembly has been received, the **MDOT** District LPA Coordinator will make a review of the submission. **If there were corrections made or changes recommended by MDOT at the office review, but not included in the submitted PS&E package, the entire PS&E package will be returned without further action.**

**MDOT** may recommend changes to the PS&E package, as necessary, and discuss relevant items with the **LPA**, if necessary. The **MDOT** District LPA Coordinator will send a copy of any recommended changes to the **LPA**, with comments, and will determine the anticipated dates of advertisement and bid opening. It is the responsibility of the **LPA** to notify the **MDOT** District LPA Coordinator if they have any reservations concerning **MDOT** recommendations.

The **LPA** will discuss any **MDOT** comments or questions with the **MDOT** District LPA Coordinator to resolve any issues. After resolution of all issues, the **LPA** will send a letter to the **MDOT** District LPA Coordinator attesting that the corresponding changes have been made. This letter should specifically list all changed items individually. A copy of the changed plan sheets, proposal, and/or estimate shall be submitted with the letter. **If the LPA letter states that a change has been made to the plans and specifications and a final MDOT review reveals that the change was not made, the related item and any affected items may be classified as non-participating.** (Classification to non-participation will be subject to appeal by the **LPA** in writing with appropriate justification.)

The **LPA** is responsible for ensuring that the PS&E Assembly meets required design criteria and standards. The review of the PS&E by **MDOT** shall not relieve the **LPA** or its **professional** of their obligation to correct, at their expense, any errors in the final work.

After reconciling any differences with the **LPA**, the **MDOT** District LPA Coordinator will send 3 sets of the Final PS&E Assembly (marked by the **LPA** or consultant as "Final") to **MDOT** Local Public Agency Division, which will obtain FHWA authorization to advertise for bids. Changes to the PS&E Assembly will not be allowed after the packet has been submitted to FHWA for authorization, except for the establishment of advertisement dates and the bid opening date. **These dates do not require FHWA approval.** The **MDOT** District LPA Coordinator must work with the **LPA** to establish these dates. Once authorized by FHWA, **MDOT** Local Public Agency Division will issue the authority to advertise for bids. The notification will be by letter from the **MDOT** Local Public Agency Division Engineer and will include further instructions for required bid procedures, including scheduling of advertisement and bid opening.

**Once advertised, three (3) copies of the "for sale" version of the proposal, which includes the advertisement dates and bid opening date, shall be submitted to the MDOT District LPA Coordinator, marked as "Street Ready". The MDOT District LPA Coordinator will keep one (1) copy for review/reference and forward one (1) copy to Local Public Agency Division and one (1) copy to the Civil Rights Division.**

Once advertisement authority is granted, all changes and addenda made to the "Street Ready" version of the Proposal and Plans, shall be submitted **to the MDOT District LPA Coordinator for concurrence by the MDOT State Construction Engineer** prior to being issued to any proposal holders. Upon approval by the State Construction Engineer, the approved addenda changes shall be issued by the **LPA**. No addendum to bid specifications may be issued within two (2) working days of the time established for the receipt of bids unless such addendum also amends the bid opening to a date not less than five (5) working days after the date of the addendum. Any changes or addenda not approved by **MDOT** may result in the loss of Federal participation. If changes or addenda are approved by **MDOT**, but those changes result in an increase in the project cost estimate, the **LPA** shall be responsible for any amount over the FHWA authorization for the project. Addendums do not automatically cause an increase in Federal funds.

**MDOT** must authorize any and all amendments to the Contract.

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## **CHAPTER 6: MDOT AUTHORIZATION AND LPA SELECTION OF A CONTRACTOR**

Once necessary bid procedures are accomplished and the bid proposals are opened, the **LPA** shall examine the bid proposals to determine that all necessary documents are included, completed and properly signed. Bid proposals not submitted in their entirety (Stripped Bids) shall not be accepted nor opened. **Within 30 calendar days of the bid opening** the **LPA** shall approve bids and request through a submission to the **MDOT** District LPA Coordinator for **MDOT** authorization to award the contract. The **LPA** recommendations shall be based upon the lowest responsive bid. **MDOT** concurrence will be based on review of the documents provided by the **LPA** and their **professional**, for which the **LPA** assumes full responsibility.

### **Reject All Bids:**

If the **LPA** recommendation is to reject all bids and re-advertise, the following items must be submitted to the **MDOT** District LPA Coordinator who will review the package submitted for completeness and forward it to the **MDOT** Local Public Agency Division:

1. [Checklist for rejection of all bids and re-advertise](#)
2. A detailed evaluation of the bids and a justification for rejecting and re-advertising. The **LPA** and its **professional** must sign this document.
3. One certified copy of the bid tabulation for all bidders, including the engineer's estimate.
4. One copy of the Sworn Proof of Publication.
5. A copy of the Minutes of the **LPA** meeting rejecting the bids.

Upon **MDOT** concurrence to reject all bids and re-advertise, the **LPA** must restart the project development process from the Office Review stage.

### **Accept All Bids:**

If recommending award, the following [Checklist to award project to lowest](#) bidder signed by LPA Official and LPA Professional must be submitted to the **MDOT** District LPA Coordinator who will review the package submitted for completeness and forward it to the **MDOT** Local Public Agency Division:

1. One (1) original of Non-Collusion Affidavit for the recommended bidder.
2. One (1) original [Bidding Statement](#) from the **LPA** stating that the bidding procedures were performed in accordance with State law.
3. Two (2) original signed certified Bid Tabulations for all bidders, including the **LPA's** construction estimate.
4. A detailed evaluation of bids and recommendation to award the bids subject to authorization by **MDOT**. The **LPA** and its **professional** must sign this document.
5. One (1) copy of the **entire** Section 905 Proposal bid sheets for the recommended bidder including the DBE commitment.
6. One (1) original signed [OCR-481-LPA](#)(s) to be completed by the successful bidder according to the instructions on the form. This form must be approved, signed and dated by the **LPA** and included in the data packet submission to **MDOT**.

7. One (1) copy of the completed original [OCR-485-LPA](#)(s) from all bidders on the project.
8. One (1) copy of the Sworn Proof of Publication.
9. A copy of the executed contract between the LPA and the **LPA's CE&I Engineer/Architect**.
10. The name of the **Safety Officer** (if required by the **MDOT** District LPA Coordinator assigned to the project. A copy of the training certificate(s) must be included.
11. The name of the Certified Stormwater Inspector. A copy of the Certification by a **MDOT** approved certifying agency must be included.
12. The names and signatures of three (3) publicly employed persons authorized to sign estimates for the **LPA**. One of these must be the assigned **Project Director** or **Project Manager**.
13. A copy of the official Minutes of the **LPA** accepting the bid of the recommended bidder and giving the Chief LPA Official approval to execute the contract. These Minutes do not have to be APPROVED prior to submission.
14. A copy of the completed NTB for DUNS Requirement
15. One copy of the approved sampling and testing proposal.

For those projects recommended for concurrence to award and upon receipt of all required items, including the approved [LPA Sampling and Testing Proposal](#) from the **MDOT** District LPA Coordinator, the **MDOT** Local Public Agency Engineer will notify the **LPA** by the Concurrence Letter authorizing them to do the following:

1. Award the Contract in the [Notice of Award Letter](#) and Issue the contract document package to the contractor.
2. Execute the contract once all submitted documents have been checked and issue the [Notice of Execution/Notice to Proceed Letter](#) within 15 days upon receiving the documents from the contractor.
3. This letter will also contain instructions to gather and submit to **MDOT** additional information required under the contract as well as provide forms for the **LPA** to use during the life of the contract.

The **contractor will have 10 days** to execute the contract documents and return them to the LPA. **The LPA will then have 15 days** to complete their execution of the contract documents, issue the [Notice of Execution/Notice to Proceed Letter](#) for the construction contract, and send ten (10) copies of the complete proposal with executed contract documents to the **MDOT** Local Public Agency Division. Failure to meet these deadlines for submission of the executed proposals may subject the project to a loss of federal funding. One (1) of these copies must be stamped on the front cover as shown below by the **LPA** Official as a true and correct copy of the original bid proposal.

I certify that this is a true and correct copy of the original proposal and contract documents on file, located in the City of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
LPA Official

\_\_\_\_\_  
Project Engineer

The **LPA's** official [Notice of Execution/Notice to Proceed Letter](#) must specify the date of the Beginning of Contract Timed which must allow the contractor adequate time to mobilize before beginning work.

The Specified Completion Date (SCD) for the project will also be calculated as described in the Notice to Bidders for Contract Time and specified in the notice to proceed letter.

The **MDOT** Local Public Agency Engineer will prepare a project cost estimate based on the contract bid prices reflecting the cost for construction, contingency, materials testing, and construction engineering (if applicable). This cost estimate will be used to support a "Project Agreement" with the FHWA and a copy will be furnished to the **LPA**. The Project Agreement sets the maximum amount of Federal Aid funds committed to the project. The **LPA** is obligated to provide any matching funds in excess of Federal funds available to complete the project by signing the contract with the Contractor and/or Professional Engineering/Architectural firm. If at any time it appears that the Project Agreement cost estimate amount will be exceeded, due to overruns in estimated quantities or other authorized project cost, the Agreement and estimate may be "modified" if properly supported. For projects located within an Urbanized Area (UZA), any increase in a Project Agreement cost estimate, which exceeds previously approved Project Agreement cost estimates, must be concurred in by the MPO and a copy of the project cost estimate shall be furnished to the MPO.

A preconstruction conference must be held after the award of the contract and prior to beginning construction, yet should not be held until the contract is executed. The preconstruction conference shall be attended by all parties to the contract, the **Project Engineer/Architect**, subcontractors, conflicting utility companies, and the **MDOT** District LPA Coordinator. The contractor is responsible for the coordination of the preconstruction conference and will be notified of such in the Notice of Award letter. As the owner of the project, the **LPA** should confirm that the contractor understands this responsibility. The Preconstruction Conference shall include any coordination necessary with utility owners and direct the contractor's attention to important contract provisions that shall include, but not be limited to, labor, EEO and DBE requirements, safety meetings, sub-contracting, contract time, MDEQ requirements, and any unusual construction requirements. Also, procedures for preparing and submitting monthly estimates, establishing engineering control, and materials testing should be discussed at that time. [Suggested Preconstruction Conference Discussion Items](#) are included as a PDM link. Minutes of the preconstruction conference shall be prepared and distributed by the **LPA** to conference attendees and shall be incorporated into the **Project Engineer/Architect** Project Diary.

On the date of the Preconstruction Conference, the **MDOT** District LPA Coordinator will hold a similar meeting with the **LPA and their CE&I Project Engineer/Architect** to discuss construction inspection issues and items for special attention.

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## CHAPTER 7: CONSTRUCTION ADMINISTRATION

Upon receiving the **MDOT** Local Public Agency Engineer's Concurrence Letter granting authority to the **LPA** to execute the contract and issue the construction Notice of Execution/Notice to Proceed Letter, the **LPA** shall notify its **CE&I Engineer/Architect** that preparation for and actual construction administration shall be initiated. Basic duties are outlined in this chapter, but are more detailed in the **MDOT Construction Manual**. The **Project Director** shall provide for sufficient inspection of the work to ensure that the project is completed in accordance with the plans and specifications.

The **Project Director** shall prepare a sign inventory to keep up with any damage to or moving of existing signs on the project. Videos of project clearly showing locations of each sign are acceptable. Copies of the sign inventory shall be provided to the Contractor, **LPA** and **MDOT** District LPA Coordinator.

The **Project Director** shall provide for review of the contractor's operations to ensure that all Federal regulations governing the contract are strictly enforced (i.e. EEO, Minimum Wage Rates (Davis-Bacon) when applicable, Disadvantaged Business Enterprise goals and the National Environmental Policy Act).

The **CE&I Engineer/Architect** is the designated person in "responsible charge" of the contract.

"Responsible Charge" means the **CE&I Engineer/Architect** is:

- Aware of the day-to-day operations on the project and reviews and signs the project diary.
- Aware of and involved in decisions about changed conditions which require change orders or supplemental agreements which the **CE&I Engineer/Architect** shall prepare, sign, and recommend approval to **MDOT**.
- Aware of the qualifications, assignments, on-the-job performance, etc. of the consulting staff at all stages of the project.
- Visiting the project on a frequency that is commensurate with the magnitude and complexity of the project. These visits shall be a minimum of twice per week while construction is underway (work being done during the visit). If no construction activity is underway during the week, visits shall be conducted once per week. Such visits shall be documented in the project diary. Any deficiencies noted shall be documented and corrective action initiated.

The **CE&I Engineer/Architect** must be thoroughly familiar with the whole status of the contract by means of his own observations, and information supplied by his personnel. Furthermore the **CE&I Engineer/Architect** shall keep the **MDOT LPA Coordinator** fully informed as to the technical and contractual status of the project particularly regarding contract funds and project schedule.

Questions concerning construction should be directed to the **MDOT** District LPA Coordinator, who may consult with the **MDOT** Construction Division, the **MDOT** Materials Division, or other **MDOT** Divisions as applicable.

In order to standardize the filing system for LPA projects, a file indexing plan similar to those located in the [appendices](#) is to be utilized on all LPA projects.

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### 7.1 SUBCONTRACTS:

Construction subcontracts should be drafted using Forms [RPS-1](#), [NRAA-1](#) and [SCC-1](#) for LPA projects and an executed copy of these forms shall be submitted to the **MDOT LPA Coordinator**. The total amount of subcontracts on a given project shall be no more than 60 percent of the value of the



remaining work after subtracting the contract value of the specialty items from the value of the original contract as set forth in Section 108.01.1 of the standard specifications. A copy of form FHWA 1273, included in the contract documents, should be attached to each subcontract prior to submittal.

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## **7.2 PROJECT DIARY (REQUIRED FOR ALL PROJECTS):**

The **CE&I Engineer/Architect** must maintain an official Project Diary as a historical record of the project and shall be maintained using the SiteManager program. The Project Diary is one of the most important records kept on a project and must reflect project progress beginning with the onset of contract time or activity on the project whichever occurs first. **The Project Diary must cover each day for the life of the project and continue until the contractor is released from maintenance by the LPA.** As a minimum, the Project Diary shall include a daily record of all contractor's personnel, equipment, and activities, **CE&I Engineer/Architect's** activity, all DBE activities, weather and soil conditions and how they affect the contractor's operation, and daily contract time charges. Also, any important project communication should be noted in the Project Diary. The Project Diary must be signed daily by the **CE&I Engineer/Architect**. The completed Project Diary must clearly show the date contract time began, the date contract time ended, the date work started, the date work was completed, and the date of the final inspection upon completion of the project with a list of primary members of the final inspection team and the agency they represent. An example of an acceptable [Project Diary](#) is included as a PDM link.

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## **7.3 MDOT OVERSIGHT:**

In the manner that the **CE&I Engineer/Architect** is responsible to the **LPA**, and the **LPA** is responsible to **MDOT**, **MDOT** has the responsibility to ensure that the Federal-aid funds are being wisely administered. Accordingly, **MDOT** and/or FHWA personnel will conduct periodic construction inspections. The frequency of these inspections will be commensurate with the project size and/or complexity. At a minimum, these inspections will occur:

- a) initially during the early stages of work;
- b) monthly during major phases of work; and
- c) at a final inspection.

Findings from these inspections will be forwarded to the **LPA** by the **MDOT** District LPA Coordinator. The **LPA** is responsible for addressing any findings as a result of **MDOT** inspections in a timely manner. The **LPA** shall notify the **MDOT** District LPA Coordinator in writing once all **MDOT** findings have been addressed. If the **LPA** fails to address an **MDOT** finding, then Federal-Aid funding may be withdrawn for any or all portions of the project, as outlined herein and in the Memorandum of Understanding.

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## **7.4 PROJECT MONTHLY ESTIMATES:**

The **LPA's** representative who is authorized to sign and submit estimates (one of the three named in the concurrence request package) must meet with the **MDOT** District LPA Coordinator and **MDOT** Local Public Agency Division, prior to the first submission, for a discussion of requirements and to obtain the proper forms.

Estimates shall be generated using the MDOT [LPA SiteManager](#) and in compliance with the [Guide to the Preparation and Submission of Final Computations and Other Related Data](#). Six (6) copies of the [Monthly Progress Estimate \(Construction\)](#), [Form OCR-484-LPA](#) stating payment to subcontractors, and [Monthly Progress Estimate Statement](#) shall be sent to the **MDOT** Local Public Agency Engineer, with three (3) of the copies having the original signatures of the **CE&I Engineer/Architect** and the

person authorized by the **LPA** to sign the estimate. A signed copy of Form [CSD-765-LPA](#), as required in standard specification 907-108.06.2.2, shall be required attached to each monthly estimate.

The estimates must be received by **MDOT** LPA Division by the seventh (7<sup>th</sup>) day of the month following the pay period established for reimbursement. Progress estimates shall be submitted each month during the life of the contract. **No retainage will be withheld on construction contracts.**

**MDOT** reimbursement for progress estimates to the **LPA** is made in order to repay the **LPA** the appropriate share for any applicable Federal monies involved. The **MDOT** reserves the right to request proof of payment to contractor prior to reimbursement.

A separate progress estimate for construction engineering shall be submitted only if federal-aid participation was approved for construction engineering. Five (5) sets of the CE&I Invoice Package, each with original signatures, shall be sent to the **MDOT** Local Public Agency Engineer with the original signatures of the **CE&I Engineer/Architect** and the person authorized by the **LPA** to sign the estimate.

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## 7.5 SUPPLEMENTAL AGREEMENTS:

Any changes to the original contract will require the execution of a Supplemental Agreement (S/A) between the contractor and the **LPA**. When a S/A is anticipated, the **LPA** shall notify the **MDOT** District LPA Coordinator of the need and purpose for a S/A, including when the changes involve non-participating items. The [Supplemental Agreement Format](#) required for use by an **LPA** is included as a PDM link.

The Supplemental Agreement must include complete documentation of the necessity for the change and/or benefit to be derived from it, the contractual basis for the change, and all documentation justifying the time and/or money involved. A Quantity/Cost Adjustment must be developed for every Supplemental Agreement where expenditure of additional funds is involved.

The Supplemental Agreement process will follow these steps:

1. The **LPA** shall submit a draft S/A to the **MDOT** District LPA Coordinator for review. If acceptable, the **MDOT** District LPA Coordinator will send a copy to the **MDOT** Construction Division for review. The **MDOT** District LPA Coordinator should verify the availability of project funds by contacting the **MDOT** Local Public Agency Division.
2. The **MDOT** District LPA Coordinator will return the draft S/A to the **LPA** with comments after the **MDOT** Construction Division Area Engineer has verified satisfactory prices for new pay items.
3. After revision to incorporate comments, the **LPA's CE&I Engineer/Architect**, Contractor, and Surety sign the revised S/A and return it to the **MDOT** District LPA coordinator for approval.
4. For S/A's less than or equal to \$100,000, the **MDOT** District LPA Coordinator will review the signed S/A and forward it to the **MDOT** District Engineer for approval and signature.

For S/A's greater than \$100,000, or for S/A's that consist of no-cost time extensions, the **MDOT** District LPA Coordinator will review the signed S/A and forward it to the **MDOT** District Engineer for approval and signature. It will then be forwarded to the **MDOT** State Construction Engineer for approval and signature. The **MDOT** State Construction Engineer then must obtain Mississippi Transportation Commission (**MTC**) authorization to execute. (The **MTC** must authorize the execution of S/A's greater than \$100,000 or for no-cost time extensions.) Upon **MTC** approval, the **MDOT** State Construction Engineer will forward the S/A to FHWA for concurrence (non-exempt projects only). The **MDOT** approved S/A is returned to the **MDOT** District LPA Coordinator.

5. The **MDOT** District LPA Coordinator will return the **MDOT** approved S/A to the **LPA** for execution by the **LPA Official**. The executed S/A will remain in the **LPA** files.
6. The **LPA** or the **LPA's CE&I Engineer/Architect** will send **three (3) copies** of the executed S/A to the **MDOT** District LPA Coordinator for distribution.
7. When the sum total of all supplemental agreements not requiring the approval by the Mississippi Transportation Commission exceeds \$100,000 then they must be ratified by the Mississippi Transportation Commission before additional supplemental agreements of this type are executed.

A Supplemental Agreement must be executed in accordance with the preceding described process by the **LPA** and the Contractor prior to the accomplishment of any work or the extension of contract time included within the Supplemental Agreement. If a Supplemental Agreement is executed after the work is accomplished, the work shall be "non-participating". **If a Supplemental Agreement is executed between the Contractor and the LPA before obtaining MDOT approval, any work or extension of contract time may also be determined to be "non-participating"**. The **LPA** and/or the MPO shall be responsible for any funds that exceed the approved federal funds, or for liquidated damages that may accrue due to failure to obtain an approved time extension in accordance with the above described process.

**MDOT** authorization for the **LPA** to execute a Supplemental Agreement shall not relieve the **LPA** of its obligation to correct, at its expense, any errors, construction defects, and/or omissions in the work.

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#### **7.6 QUANTITY/COST ADJUSTMENTS (QCA):**

A Quantity/Cost Adjustment must be submitted with every Supplemental Agreement that has related cost involved.

If the project lies within the boundaries of an Urbanized Area (UZA) and involves an increase in cost over the previously approved project agreement cost, the increased cost must have funding approval from the MPO. The MPO must also be furnished a copy of the QCA. Any QCA for non-exempt projects must be reviewed by FHWA.

#### Procedures for submitting a Supplemental Agreement and a QCA

A QCA is required to be submitted by the **LPA**:

- a) With a Supplemental Agreement for construction work.
  - b) When an accumulation of minor changes in original plan quantities results in a total project cost exceeding the Project Agreement cost estimate (This includes increase in construction engineering and other authorized cost).
  - c) When a Combination of a) and b) occurs.
1. The **LPA** will prepare a QCA using the [QCA Form](#).
  2. If the QCA involves an increase in cost over the previously approved project agreement cost, the **LPA** will first contact the **MDOT** District LPA Coordinator in writing to determine if funds are available. The **MDOT** District LPA Coordinator will forward the request to **MDOT** Local Public Agency Division to determine availability of funds from Planning Division. If funds are available, a copy of the **MDOT** letter stating that funds are available will be attached to the QCA.

3. The **LPA** representative and the **CE&I Engineer/Architect** shall sign the QCA. The original and three (3) copies of the QCA should be forwarded by the **LPA** to the **MDOT** District LPA Coordinator. The **MDOT** District LPA Coordinator will retain one (1) copy and forward one (1) copy to the **MDOT** Local Public Agency Division and one (1) copy to the **MDOT** Construction Division. If the QCA supports a Supplemental Agreement, the QCA shall be submitted with the Supplemental Agreement.

The **LPA** and/or MPO shall be responsible for any project funding which exceeds the approved Federal funds.

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## 7.7 TESTING & MATERIALS:

All acceptance testing on roadway projects must be performed by laboratories and technicians certified by **MDOT**. Certification may be obtained in accordance with **MDOT's** Rule for [certification of laboratory technicians](#) (Paragraph 3 of Rule No. 941-7201-05000, *Laboratory Operations Branch of Materials Division, Principal Roles and Responsibilities*).

All materials used on a project, whether a direct pay item or not, must meet the requirements of the contract and **MDOT** specifications. On **LPA** projects, the **Project Engineer/Architect** is responsible to see that **daily acceptance** sampling and testing of project materials is performed. The frequency for acceptance sampling and testing for a project is outlined within **MDOT** S.O.P.'s TMD-20-04-00-000, *Approximate Frequencies for Job Control Acceptance Testing and Sampling*, and TMD-20-05-00-000, *Sampling and Testing of Small Quantities of Miscellaneous Materials*. Both of these S.O.P.'s are found within the [MDOT Inspector's Handbook](#). The **CE&I Engineer/Architect** shall contact the **MDOT** District LPA Coordinator to verify that they have the current S.O.P. prior to work being performed on the project.

In order to ensure that these requirements are met, the **Project Engineer/Architect** must submit to the **MDOT** District LPA Coordinator a [LPA Sampling and Testing Proposal](#), with a copy sent to the **MDOT** District Materials Engineer. **The proposal shall be approved and submitted as a part of the PS&E package (see Ch. 5.10, page 28)** and shall outline the sampling and testing for the materials incorporated into the project along with the associated testing frequencies. **MDOT** will review the **LPA** Sampling and Testing Proposal and provide comments to the **CE&I Engineer/Architect**. Once acceptable to the **MDOT** District Materials Engineer, the **MDOT** District LPA Coordinator will provide written approval of the proposal, providing a copy to the **MDOT** State Materials Engineer and **MDOT** Local Public Agency Division. The approved **LPA** Sampling and Testing Proposal must be followed throughout construction of the entire project. Changes to the contract through Supplemental Agreement or quantity/cost adjustments will usually require adjustment of the **LPA** Sampling and Testing Proposal. These adjustments shall be documented and shall be included with any Supplemental Agreement or Quantity/Cost Adjustment submitted for approval, and shall also be included with the documentation at the close of the project.

Sampling and testing of materials on projects not using standard **MDOT** pay items must be performed in accordance with applicable approved industry standards.

If a project requires materials from **MDOT** pre-tested stock (concrete pipe, reinforcing steel, etc.), the **LPA** should send a completed [Materials Division Pre-Tested Materials Shipment Report Request Form](#) to the **MDOT** Materials Division, with a copy to the **MDOT** District LPA Coordinator. Upon receipt, **MDOT** Materials Division will generate a shipping report (with any applicable test reports) for the pre-tested items. Charges for **MDOT** inspection shall be billed directly against the **LPA** project.

The **CE&I Engineer/Architect** is to obtain all required testing documentation (including mix designs, if necessary) prior to allowing materials to be incorporated into the work. If any material is incorporated into the work prior to receipt of the required testing documentation, payment for such work will be withheld until the required testing documentation is received by **MDOT**.

When Structural Concrete or Hot/Warm Mix Asphalt is tested for acceptance under **MDOT's** quality Control/Quality Assurance (QC/QA) specifications, the Contractor will be responsible for the Quality Control (QC) testing and **MDOT will be responsible for the Quality Assurance (QA) testing**. The **CE&I Engineer/Architect** is responsible for seeing that all daily testing by either the Contractor or **MDOT** is being performed at the prescribed sampling and testing frequencies. This applies to asphalt specified by Section 403 of the Standard Specifications. For projects which utilize **MDOT's** QC/QA specifications for either Structural Concrete or Hot/Warm Mix Asphalt, the sampling and testing procedures specified in the appropriate **MDOT** Field Manuals shall be followed. Links are provided to the [MDOT Hot Mix Asphalt Field Manual](#) and the [MDOT Concrete Field Manual](#).

Job Control Acceptance sampling and testing of all other materials will be the responsibility of the **LPA** and the **CE&I Engineer/Architect** and should be completed by laboratories and technicians certified by **MDOT**. This includes any non-structural concrete not covered by Section 804 of the Standard Specifications.

The **CE&I Engineer/Architect** shall provide written documentation to the **MDOT** District LPA Coordinator within fourteen (14) days upon receiving failing test results for any material concerning the resolution of any work which has incorporated materials which fail testing or specification requirements, for approval. The **MDOT** District LPA Coordinator shall make a determination as to whether the work and/or resolution of the failed materials are satisfactory and provide the appropriate response to the **LPA**.

Upon completion of the project, the **CE&I Engineer/Architect** must submit a letter to the **MDOT** State Materials Engineer, with a copy to the **MDOT** District LPA Coordinator, attesting that all materials utilized on the project were sampled and tested as detailed in the approved **LPA** Sampling and Testing Proposal, and that all materials incorporated into the work were placed in accordance with the contract requirements and **MDOT** specifications. An example of a [Statement of Materials and Tests](#) is included as a PDM link. The letter must include supporting documentation and a copy of the approved **LPA** Sampling and Testing Proposal, with an indicator as to the completion status of all of the testing for each pay item and material. If there are variations from the standard sampling and testing frequencies, the letter should include explanation regarding the variations and a recommendation from the **CE&I Engineer/Architect** to the disposition of the in-place material. For materials which were incorporated into the work, and were either untested at the prescribed frequency or failed specification requirements, the affected pay items for that portion of the work will be considered as non-participating and payment for such will be the responsibility of the **LPA**.

The letter and documentation will be reviewed by the **MDOT** State Materials Engineer for completeness. If the information is found to be incomplete, the **MDOT** State Materials Engineer will notify the **CE&I Engineer/Architect** in writing of any items needed for clarification. Once these items, if any, are satisfied, the **MDOT** State Materials Engineer will notify the **MDOT** District LPA Coordinator and the **MDOT** Local Public Agency Division in writing that the materials and supporting documentation are acceptable.

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#### **7.8 OTHER FEDERAL REQUIREMENTS:**

The **CE&I Engineer/Architect** must be familiar with the requirements of Section 906 of the Contract - Federal Provisions ([Form FHWA 1273 and Attachments](#)), since the **LPA** is held responsible for fulfillment of its provisions. Following is a listing of Form FHWA - 1273 and other Federal-Aid related requirements for project construction administration:

1. The **CE&I Engineer/Architect** is responsible for ensuring that letters are received from the contractor assigning their project superintendent, safety officer, EEO Officer, etc. in accordance with contract requirements.



2. The **CE&I Engineer/Architect** is responsible for ensuring that the "bulletin board requirements" are met and maintained during the life of the project.
3. The contractor must hold an EEO and Safety meeting prior to beginning construction and every six months during the life of the contract. The **Project Engineer/Architect** is responsible for ensuring that EEO and Safety meetings are held and a record of each meeting is maintained.
4. The **CE&I Engineer/Architect** must ensure that one (1) copy of certified payrolls, with **MDOT** Forms [LPA 880](#) and [LPA 881](#), are received weekly from the prime contractor and each subcontractor. The hourly wages being paid must be checked against the minimum wage rate schedule, as applicable, to verify employees are being paid properly. Overtime pay must also be checked. The employees listed on the payrolls shall also be reviewed to ensure that the required minority and female participation is being provided.
5. Each two weeks the **CE&I Engineer/Architect** must complete a labor questionnaire for one laborer on the project as applicable, selecting a different person each time from either the prime contractor or a subcontractor. A file of these questionnaires shall be maintained.
6. Each July during the life of the contract, the **MDOT** Office of Civil Rights will furnish a blank [Form FHWA 1391](#) to the contractor and all subcontractors, and obtain a completed copy of Form FHWA 1391 from the prime contractor and each subcontractor. The completed form(s) shall be submitted to the **MDOT** Office of Civil Rights. Any questions regarding this form shall be directed to the **MDOT** Office of Civil Rights.
7. The **CE&I Engineer/Architect** must review project traffic control on roadway projects a minimum of each two weeks to determine if there are any deficiencies, have the contractor correct any deficiencies, and prepare a [Traffic Control Plan Report \(Form CSD-761\)](#). A nighttime review of project traffic control on roadway projects shall also be performed.
8. **The CE&I Engineer/Architect must review siltation and erosion control measures weekly with the contractor's representative and prepare a letter to confirm the inspection and instruct the contractor on corrective measures to be taken. For projects requiring a storm water permit, the contractor shall abide by the requirements of that permit.**
9. The **CE&I Engineer/Architect** is responsible for monitoring the prime contractor's use of DBE firms throughout the life of the construction project. During the course of the project, at about 50% completion of each DBE's work, the **CE&I Engineer/Architect** shall complete and submit Form [OCR-483-LPA](#) to the **MDOT** Office of Civil Rights. The DBE-3 shall be used at any time during the life of the project to report contractor or subcontractor activities that may not be in compliance with the DBE Program
10. As a monthly progress estimate is drafted, the **CE&I Engineer/Architect** will analyze the "percent complete" vs. the "percentage of elapsed time". When the "percent complete" lags more than twenty (20) percent behind the "percentage of elapsed time", the **CE&I Engineer/Architect** shall request an immediate submission by the Contractor a written statement and revised progress schedule, should one be required, indicating any additional equipment, labor materials, etc. to be assigned to the work to ensure completion within the specified contract time. When the "percent complete" lags more than forty (40) percent behind the "percentage of elapsed time", the contract may be terminated. Copies of these letters should be sent to the contractors bonding surety.

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#### **7.9 FINAL PROJECT INSPECTION, RELEASE OF MAINTENANCE, FINAL ACCEPTANCE AND FINAL PAYMENT:**

Once all work has been completed by the Contractor to the satisfaction of the **CE&I Engineer/Architect**, a final inspection shall be requested through the **MDOT** District LPA Coordinator.



The **MDOT** District LPA coordinator will contact the **MDOT** Construction Division and Local Public Agency Division to set up the final inspection. The final inspection may result in punch list items to be corrected, and an additional final inspection may be necessary depending on the nature of the punch list as determined by **MDOT**.

Once satisfactory completion of the project has been verified by the **CE&I Engineer/Architect**, the LPA will request, in written form, for **MDOT** to issue authority to release the contractor of maintenance, either full or partial depending on the state of growth and coverage and the nature of the project. The **LPA will, in turn, issue a similarly worded release of maintenance to the contractor within seven days**. The **LPA** must distribute a copy of their maintenance release letter to the same parties as listed in the example letter provided in the PDM links. Under no circumstances should the **LPA** issue a release of maintenance to a contractor prior to receiving the **MDOT** authority to release. Examples of the [MDOT and LPA maintenance release letters](#) are included as a PDM link.

Once all final documentation has been received by **MDOT** and it is determined to be acceptable, a final estimate will be prepared by the **CE&I Engineer/Architect** and processed for payment. A letter of final acceptance will be forwarded by the **MDOT** Construction Division to the **LPA** which will in turn issue a similar letter of final acceptance to the contractor. Examples of [MDOT and LPA letters of final acceptance](#) are included as a PDM link.

It is imperative that the **LPA** follows through with all the necessary final documentation in order to gain final acceptance of a project. Support documentation required for final acceptance and payment for a project must be completed and furnished to the **MDOT** Local Public Agency Division as early as possible. Delays in the final payment by the **LPA** and the **CE&I Engineer/Architect** may result in additional interest payment due the contractor which will be borne by the **LPA**. Items that cannot be properly supported with adequate documentation may not be eligible for Federal-aid participation.

**MDOT** final acceptance of a completed **LPA** project must be obtained **within ninety (90) days after full maintenance release**. **MDOT** will withhold approval of any further **LPA** project requests until all such previously completed **LPA** projects have been accepted by **MDOT**.

If the total cost of the project submitted with the final estimate will exceed the approved project agreement, the final estimate will not be approved by the **MDOT** Local Public Agency Division until it has been determined that the required additional federal funds, if any, are available to the **LPA**. An increase to the total amount of the project estimate based on contract prices requires a modification of the Project Agreement between the **MDOT** and FHWA; therefore, the **MDOT** District LPA Coordinator must be notified of the required increase at the earliest date to minimize delays and prevent possible loss of Federal-aid funding for the increase. One of the following procedures will be utilized depending upon whether the project is within an Urbanized Area (UZA):

1. If the project is within an UZA, the **LPA** must obtain MPO concurrence that the required additional federal funds are available. Once MPO concurrence has been obtained by the **LPA**, a copy of the MPO concurrence shall be forwarded to **MDOT** District LPA Coordinator and subsequently to the **MDOT** Local Public Agency Division for processing of the final estimate. **If MPO concurrence cannot be obtained, the LPA shall assume responsibility for any additional cost above the approved project agreement.**
2. If the project is not within an UZA, the **LPA** shall request approval of the availability of additional federal funds. The **MDOT** District LPA Coordinator will contact the **MDOT** Planning Division about the availability of these funds. If the requested additional federal funds are available, the **MDOT** District LPA Coordinator will notify the **LPA** by letter with a copy to the **MDOT** Local Public Agency Division, which will approve the final estimate for processing. If the requested additional federal funds are not available, the **LPA** shall assume responsibility for any additional cost above the approved project estimate.

The **LPA** will submit the following to the **MDOT** Local Public Agency Division with the final estimate package using the [Checklist for LPA Final Estimate Package](#):

1. [Final Construction Estimate](#): Forms LPA-001 and LPA-002. The original and 1<sup>st</sup> copy of the LPA-001 with the original signature the person authorized by the Local Public Agency and the **Project Engineer/Architect**. (Four (4) sets required). Do not include any non-participating data.
2. [Final Estimate Statement: Four \(4\) originals required.](#)
3. [Statement of Liquidated Damages Form \(LPA-724\)](#): Four (4) original statements are required. Statements should be made and placed on file even if there are no liquidated damages.
4. [Statement of Documentation of Final Quantities](#): Four (4) original statements required. (Include one copy of pay item supporting data in a 3-ring binder with heading sheet for each pay item as described in Appendix AA unless told otherwise)
5. [CSD-200-LPA Form \(Overrun/Underrun Statement\)](#): Two (2) sets required. This form is generated using SiteManager, an example of the format is provided by the link for projects not using SiteManager,
6. [MDOT Maintenance Release Letter to the LPA](#): One (1) copy of the letter is required. Before the **LPA** can write a Maintenance Release letter to the contractor, they must first receive a maintenance release letter signed by the **MDOT** Executive Director.
7. [LPA Maintenance Release Letter to the Contractor](#): One (1) copy of the letter is required. The letter must be dated after the date of the **MDOT** Maintenance Release Letter.
8. [Consent of Surety to Final Payment](#): Four (4) copies with the original signature Bonding Company. A surety release authorizes the **LPA** to release any and all monies to the Prime Contractor.
9. [Project Engineer/Architect's Affidavit](#): Four (4) originals required.
10. [Statement of Materials & Tests](#): Letter must be signed by the **Project Engineer/Architect**, with a copy of the approved **LPA** Sampling and Testing Proposal attached to the letter. The Sampling and Testing Proposal shall have an indicator as to the completion status of all testing for each pay item quantity and material. If there are variations from the standard sampling and testing frequencies, the letter should include explanation regarding the variations and a recommendation from the **Project Engineer/Architect** as to the disposition of the in-place material. Two (2) copies required.

Upon completion of the project, the **CE&I Engineer/Architect** must submit a letter to the **MDOT** State Materials Engineer, with a copy to the **MDOT** District LPA Coordinator, attesting that all materials utilized on the project were sampled and tested as detailed in the approved **LPA** Sampling and Testing Proposal, and that all materials incorporated into the work were placed in accordance with the contract requirements and **MDOT** specifications. The letter must include supporting documentation and a copy of the approved **LPA** Sampling and Testing Proposal, with an indicator as to the completion status of all of the testing for each pay item and material. If there are variations from the standard sampling and testing frequencies, the letter should include explanation regarding the variations and a recommendation from the **CE&I Engineer/Architect** to the disposition of the in-place material. For materials which were

incorporated into the work, and were either untested at the prescribed frequency or failed specification requirements, the affected pay items for that portion of the work will be considered as non-participating and payment for such will be the responsibility of the **LPA**.

The letter and documentation will be reviewed by the **MDOT** State Materials Engineer for completeness. If the information is found to be incomplete, the **MDOT** State Materials Engineer will notify the **CE&I Engineer/Architect** in writing of any items needed for clarification. Once these items, if any, are satisfied, the **MDOT** State Materials Engineer will notify the **MDOT** District LPA Coordinator and the **MDOT** Local Public Agency Division in writing that the materials and supporting documentation are acceptable.

11. OCR-482-LPA Form.
12. **CE&I Engineer/Architect's Project Diary**: One (1) copy required.
13. Miscellaneous Requested Materials: All documentation of measurements of final quantities shall be maintained by the **Project Engineer/Architect** and shall be provided to the **MDOT** Local Public Agency Division upon request.
14. Engineering Contract: One (1) copy of the executed Engineering Contract, if utilized.
15. Supplemental Agreements: One (1) copy of any executed Supplemental Agreement with a copy of the **MDOT** Authority to Execute for each Supplemental Agreement.
16. Final Construction Engineering Estimate (with supporting data from Notice to Proceed through Final Acceptance): (Only if federal or state funds are used for construction engineering.) The original and three (3) copies of the LPA-001 with supporting data must be signed by the person authorized by the **LPA** and the **CE&I Engineer/Architect**. (Four (4) sets required). Do not include any non-participating data.

Once the final estimate package has been reviewed and accepted by **MDOT**, the **LPA** will be notified by letter to submit the following to the **MDOT** Local Public Agency Division requesting final payment:

1. **MDOT Final Acceptance Letter to the LPA**: One (1) copy of the letter is required.
2. **LPA's Final Acceptance Letter to the Contractor**: The **LPA** will issue a final acceptance letter to the contractor only after they receive the **MDOT** final acceptance letter. The date of acceptance by the **LPA** must be after the date of the **MDOT** letter. One (1) copy of the letter is required.

State Law requires that full and final payment on construction projects be made within forty-five (45) calendar days after issuance of the **LPA** Maintenance Release to the contractor. This shall include completion of all forms as listed above. Failure to do so obligates the **LPA** to pay interest in the amount of one percent (1%) per month from the date of the beginning of the forty-five (45) calendar day period until fully paid. Interest payments are an obligation of the **LPA** which is non-participating and independent of the reimbursement by **MDOT** to the **LPA** for final payment by the **LPA** to the contractor.

# ABBREVIATIONS AND DEFINITIONS

Abbreviation	Definition
AADT	Average Annual Daily Traffic is the total annual vehicle traffic passing a point on a road or street divided by 365 to obtain the daily average.
AASHTO	American Association of State Highway and Transportation Officials, is the standards and criteria organization of all states and territories. This organization sets standards for all road and street construction.
Acceptance of the Project	Formal notice by <b>MDOT</b> to the <b>LPA</b> and then the <b>LPA</b> to the contractor that all work required under a contract has been satisfactorily completed and said work is officially accepted. This acceptance terminates the contract and releases the contractor of any further obligation under the contract.
ASTM	American Society for Testing and Materials, a national standards organization.
Authorized	A term meaning the project has been approved by all necessary agencies. After authorization a project may be advanced to advertising for a contractor or for a "force-account" contract between the <b>MDOT</b> and the <b>LPA</b> .
BCT	Beginning of Contract Time
CAD	<b>MDOT</b> Contract Administration Division
CE	Environmental Categorical Exclusion
CFR	Code of Federal Regulations
Chief <b>LPA</b> Official	A term referring to the <b>LPA</b> Mayor, President Board of Supervisors or Agency Head.
Construction Engineering and Inspection	All specified engineering/architectural and inspection services performed by a professional.
CSD	<b>MDOT</b> Construction Division
DBE	Disadvantaged Business Enterprise
DOT	Department of Transportation, United States Government (USDOT)
E&C	Construction Engineering & Contingency
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
Encroachment	Pertains to right of way encroachment and includes any privately owned facility (e.g. buildings, signs, fences, walls, landscaping, un-permitted driveways and utilities, etc.) installed on, under or over publicly owned property or right of way.
ENV	<b>MDOT</b> Environmental Division
EPA	Environmental Protection Agency, United States Government
FAPG	Federal-Aid Policy Guide
FHWA	Federal Highway Administration, USDOT
FONSI	Finding of No Significant Impact, Environmental Process
FTA	Federal Transit Administration, USDOT
ICIP	National Highway System Intermodal Connector Improvement Program, a portion of the National Highway System funds set aside by <b>MDOT</b> for use by <b>LPA's</b> on designated NHS Intermodal Connectors.
ISA	Initial Site Assessment, Environmental Process
ITS	Intelligent Transportation System
<b>LPA</b>	Local Public Agency refers to any local governmental entity eligible to participate in the federal transportation program. Usually this is a City or County government, "Rails-to-Trails District," or Transit property.
MDEQ	Mississippi Department of Environmental Quality

Abbreviation	Definition
<b>MDOT</b>	Mississippi Department of Transportation
MDA	Mississippi Development Authority (previously the Mississippi Department of Community and Economic Development)
MPO	Metropolitan Planning Organization, representing the transportation planning process in urbanized areas (metropolitan areas with a population of 50,000 or greater).
MUTCD	Manual on Uniform Traffic Control Devices
NEPA	National Environmental Policy Act, United States Law
NHS	National Highway System is a funding category of the ISTEA and TEA-21.
NTP	Notice to Proceed
Obligated Federal Funds	Federal funds are considered obligated on the date that the <b>MDOT</b> notifies the <b>LPA</b> that it is authorized to advertise the project. Prior to that date, federal funds are subject to lapsing.
OMB	Office of Management & Budget, United State Government
PD	<b>MDOT</b> Planning Division
PE	Registered Professional Engineer in the State of Mississippi
PS	Registered Professional Land Surveyor in the State of Mississippi
Preliminary Engineering	Preliminary Engineering includes the development of the environmental documents and the processes of preparing all plans, specifications, documentation and estimates necessary to advance a project to construction performed by the <b>professional</b> .
Professional, Professional Consultant or Consultant	<p>A non-bid professional who provides contractual services such as engineering, architectural, management, construction inspection, surveying or other services as specified herein. <u>All Professional Consultants must be licensed in the State of Mississippi and selected in compliance with the <b>LPA</b> Consultant Operating Procedures for Professional Services.</u></p> <p>If the <b>LPA</b> retains a professional consultant, the professional consultant will be responsible to the <b>LPA</b> for all professional services and activities specified in the respective contract. Such activities shall be under the direct control of the <b>LPA's Project Director</b>. Retaining a professional consultant for said purpose does not relieve the <b>LPA</b> of the responsibility for any specified activities. <u>For purposes of this manual the assignment of the Professional Consultant as the sole responsible professional consultant for any activities, shall be interpreted to mean solely responsible to the <b>LPA</b>.</u></p>
Project Director	The <b>LPA</b> Project Director, designated by the Chief <b>LPA</b> Official, may be the <b>LPA's</b> Public Works Director, City/County Engineer or other <b>LPA</b> Official. The Project Director has overall responsibility for the supervision of the <b>LPA</b> Project Manager and <u>must</u> be a full time employee of the <b>LPA</b> and <u>not</u> a consultant or contract employee. The Project Director and Project Manager may be the same person if so designated by the Chief <b>LPA</b> Official and the designated person is a full time <b>LPA</b> employee.
Project Engineer/Architect	The <b>LPA</b> Project Engineer/Architect is a qualified <b>professional</b> as described in Chapter 2, Section 2-4, who will be in responsible charge and direct control of project supervision during the construction phase of the project. The <b>LPA</b> Project Engineer/Architect may be a full time <b>LPA</b> employee or consultant hired using the <u>LPA Consultant Operating Procedures for Professional Services.</u>

Abbreviation	Definition
Project Manager	The <b>LPA</b> Project Manager, designated by the Chief <b>LPA</b> Official, may be either a full time <b>LPA</b> employee or an engineer/architect hired by contract, provided the contractual employee is hired using the <b>LPA</b> Consultant Operating Procedures for Professional Services. The Project Manager is in direct control of the work of the consultant selected by the <b>LPA</b> ; therefore, if the Project Manager is a consultant, they must be independent of any professional services contract they will oversee. The Project Manager and Project Director shall not be the same person if the Project Manager is a contractual employee rather than a full time <b>LPA</b> employee.
PS&E	Plans, Specifications & Estimate for road / street construction projects.
QCA	Quantity/Cost Adjustment
RFP	Request for Proposals
Right-of-Way (ROW)	Right-of-Way is the process of the acquisition of all real properties and easements required for the construction of a project.
ROD	Record of Decision
ROM	Release of Maintenance
ROW	<b>MDOT</b> Right-of-Way Division
RWD	<b>MDOT</b> Roadway Design Division
S.O.P.	<b>MDOT</b> Standard Operating Procedures
S/A	Supplemental Agreement
SCD	Scheduled Completion Date
STIP	Statewide Transportation Improvement Program, four (4) year project list for federally funded transportation projects in the state of Mississippi.
STP	Surface Transportation Program.
TE	Transportation Enhancement.
TIP	Transportation Improvement Program is the four (4) year project list for federally funded transportation projects in an urbanized area.
TMA	Transportation Management Area is an Urbanized Area (UZA) with a population of 200,000 or more as determined by the latest US Decennial Census. The FHWA has issued special project planning requirements for TMAs.
TMD	<b>MDOT</b> Materials Division.
Urbanized Area (UZA)	An Urbanized Area is an urban place whose population equals or exceeds 50,000 as determined by the latest US Decennial Census. The US Census Bureau includes contiguous census districts whose population density exceeds 1,000 persons per square mile.



# **Project File Index Example 1**

## **FILE CONTENTS LIST**

1.	Contract & Proposal	32.	Concrete Pipe
2.	Sub-Contract & Rental Agreements	33.	Grassing (Agriculture Limestone, Certifications, Etc.)
3A.	Change Order & Supplemental Agreement (Approved)	34.	Rip Rap (100#)
3B.	Change Order & Supplemental Agreement (Unapproved)	35.	Temporary Paint (Stripe)
4A.	MDOT Correspondence (Outgoing)	36.	Thermoplastic (Stripe)
4B.	MDOT Correspondence (Incoming)	37.	Cold Plastic (Stripe)
5A.	Contractor Correspondence (Outgoing)	38.	Miscellaneous Test Reports
5B.	Contractor Correspondence (Incoming)	39.	Record Samples
6.	City Correspondence	40.	Bridge Items
7.	FHWA Correspondence	41.	Guardrail Certifications
8.	Miscellaneous Correspondence	42.	Striping Certifications
9.	Final	43.	Permanent Signing Certifications
10.	Accidents & Complaints	44.	Miscellaneous Certifications
11.	Construction Reports	45.	Traffic Control Devices
12A.	Estimates (File)	46.	Sample Cards (Copies)
12B.	Estimates (Approved)	47.	Lighting Items
12C.	Estimates (Inspector Reports, Notes, Etc.)	48.	Grades (From Contractor)
13.	Monthly Certification of Payments to Subcontractors (CAD-484)	49.	Electrical
14.	Labor Questionnaires	50.	Roadway Calculations
15.	Right-Of-Way (Deeds, Disputes, Etc.)	51.	Geotextile Fabric
16.	Survey Notes (BM, Etc.)	52.	Survey Notes
17.	Traffic Control Plan Reports (CSD-761)	53.	Cold Milling
18.	Siltation Reports	54.	Punchouts
19.	Soil Profile (Original & Design Soils)	55.	Fence Items
20.	Concrete Mix Design	56.	Clearing and Grubbing
21.	Concrete QC/QA	57.	Miscellaneous
22 A.	Asphalt Mix Design		
22B.	Asphalt Plant Inspection Reports		
22C.	Asphalt Roadway Inspection Reports		
22D.	Asphalt Density Reports		
23.	Excess Excavation		
24.	Bar Lists (Minor Structures, Bridge End Pavement, Etc.)		
25.	Unclassified Excavation		
26.	Borrow Excavation (B15)		
27.	Granular Material (Class 5 Group C)		
28.	Crushed Stone ¾ and Down		
29.	Asphalt Cement (A.C.)		
30.	Concrete Items		
31.	Reinforcing Steel		

## **Project File Index Example 2**

### **FILE CONTENTS LIST**

1. Miscellaneous Construction Correspondence
2. Bridges
3. Contractor's Correspondence and Payrolls.
  - A. Labor Interviews (where applicable)
  - B. Weekly Reports - Trainees (where applicable)
4. Right of Way
5. Utilities
6. Soils and Materials
7. Progress Reports
8. Test Reports
9. Quantity Adjustments and Supplemental Agreements
10. Estimates
11. Final Data
12. Sub-contracts and Rental Agreements
13. Contract Documents
14. Record Samples.

## LPA DIVISION

Phone 601 359-7277

Fax 601 359-7220

State LPA Engineer – Jeff Altman, P.E.  
Asst. State LPA Engineer – Jeff Curtis, P.E.

TAP Coordinator – Paula Morgan

Project Officer – Donna Ellis  
Office Coordinator – Necole Baker

### District 2 LPA Coordinators

Brian Copeland, P.E., LPA Coordinator  
(662) 563-4541

### District 1 LPA Coordinators

Travis Wampler, P.E., LPA Coordinator  
Jeff Wages, P.E., Asst. LPA Coordinator  
(662) 842-1122

### District 3 LPA Coordinator

Eric Morgan, P.E.  
(662) 746-2513

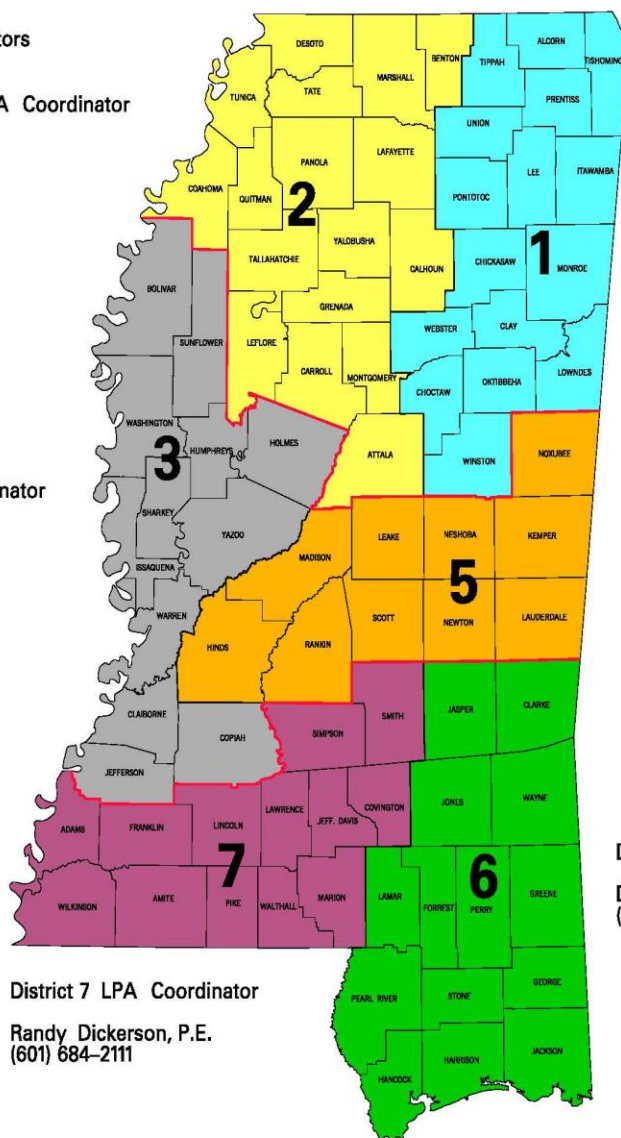
### District 5 LPA Coordinators

Dana Cleveland, P.E., LPA Coordinator  
John Triplett, P.E., Asst. LPA Coordinator  
(601) 683-3341

(City of Jackson) & (City of Clinton)  
LPA Division  
(601) 359-7277

### District 6 LPA Coordinator

David Seyfarth, P.E.  
(228) 832-0628



### District 7 LPA Coordinator

Randy Dickerson, P.E.  
(601) 684-2111

## MDOT DISTRICTS/DIVISIONS PHONE NUMBER, FAX AND ADDRESSES

MDOT District/Division	Mail Code	Mailing and Physical Address	Phone Number	FAX
<b>Audit</b>	68-01	<b>Mailing:</b> P. O. Box 1850, Jackson, MS 39215-1850 <b>Physical:</b> 401 North West Street, Jackson, MS	(601)359-7500	(601)359-7053
<b>Bridge</b>	82-01	<b>Mailing:</b> P. O. Box 1850, Jackson, MS 39215-1850 <b>Physical:</b> 401 North West Street, Jackson, MS	(601)359-7200	(601)359-7070
<b>Civil Rights</b>	62-03	<b>Mailing:</b> P. O. Box 1850, Jackson, MS 39215-1850 <b>Physical:</b> 401 North West Street, Jackson, MS	(601)359-7466	(601)576-4504
<b>Construction</b>	73-01	<b>Mailing:</b> P. O. Box 1850, Jackson MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)359-7301	(601)359-7333
<b>Consultant Services</b>	81-20	<b>Mailing:</b> P. O. Box 1850, Jackson MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)359-7242	(601)359-7063
<b>Contract Administration</b>	74-01	<b>Mailing:</b> P. O. Box 1850, Jackson MS 39215-1850 <b>Physical::</b> 401North West Street, Jackson MS	(601)359-7700	(601)359-7732
<b>District 1</b>	21-01	<b>Mailing:</b> P. O. Box 2060, Tupelo, MS 38803-2060 <b>Physical:</b> 1909 N. Gloster Street, Tupelo, MS	(662)842-1122	(662)844-5731
<b>District 2</b>	22-01	<b>Mailing:</b> P. O. Box 660, Batesville, MS <b>Physical:</b> 150 Highway 51N, Batesville, MS	(662)563-4541	(662)563-0138
<b>District 3</b>	23-01	<b>Mailing:</b> P. O. Box 630, Yazoo City, MS 39194-0630 <b>Physical:</b> 1240 Highway 49 West, Yazoo City, MS	(662)746-2513	(662)746-9344
<b>District 5</b>	25-01	<b>Mailing:</b> P. O. Box 90, Newton, MS 39345-0090 <b>Physical:</b> 7759 Highway 80W, Newton, MS	(601)683-3341	(601)683-7030
<b>District 6</b>	26-01	<b>Mailing:</b> P. O. Box 551, Hattiesburg, MS 39403-0055 <b>Physical:</b> 6356 Highway 49N, Hattiesburg, MS	(601)544-6511	(601)544-0227
<b>District 7</b>	27-01	<b>Mailing:</b> P. O. Box 627, McComb, MS 39648-0627 <b>Physical:</b> Highway 51 North, McComb, MS	(601)684-2111	(601)684-7358
<b>LPA Division</b>	77-01	<b>Mailing:</b> P. O. Box 1850, Jackson, MS 39215-1850 <b>Physical:</b> 401 North West Street, Jackson, MS	(601)359-7277	(601)359-7220
<b>State LPA Engineer Jeff Altman, P.E.</b>	77-01	<b>Mailing:</b> P. O. Box 1850, Jackson, MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)3597675	(601)359-7220
<b>Asst. State LPA Engineer Jeff Curtis, P.E.</b>	77-01	<b>Mailing:</b> P. O. Box 1850, Jackson, MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)359-9837	(601)359-7220
<b>Project Officer Donna Ellis</b>	77-01	<b>Mailing:</b> P. O. Box 1850, Jackson, MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)359-7217	(601)359-7220
<b>Office Manager Nikki Baker</b>	77-01	<b>Mailing:</b> P. O. Box 1850, Jackson, MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)359-7702	(601)359-7220
<b>TAP Coordinator Paula Morgan</b>	77-01	<b>Mailing:</b> P. O. Box 1850, Jackson, MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)359-7277	(601)359-7220

<b>District LPA Coordinators</b> District 1 LPA Coordinator Travis Wampler	21-01	<b>Mailing:</b> P. O. Box 2060, Tupelo, MS 38803-2060 <b>Physical:</b> 1909 N. Gloster Street, Tupelo, MS	(662)842-1122	(662)840-0953
District 2 LPA Coordinator Brian Copeland	12-01	<b>Mailing:</b> P. O. Box 660, Batesville, MS <b>Physical:</b> 150 Highway 51N, Batesville, MS	(662)563-4541	(662)563-0138
District 3 LPA Coordinator Eric Morgan	23-01	<b>Mailing:</b> P. O. Box 630, Yazoo City, MS 39194-0630 <b>Physical:</b> 1240 Highway 49 West, Yazoo City, MS	(662)746-2513	(662)746-9344
District 5 LPA Coordinator Dana Cleveland	15-01	<b>Mailing:</b> P. O. Box 90, Newton, MS 39345-0090 <b>Physical:</b> 7759 Highway 80W, Newton, MS	(601)683-3341	(601)683-7030
District 6 LPA Coordinator David Seyfarth	16-10	<b>Mailing:</b> 16499 B Highway 49, Saucier, MS 39574 <b>Physical:</b> 16499 B Hwy 49, Saucier, MS 39574	(228)832-0682	(228)832-0681
District 7 LPA Coordinator Randy Dickerson	27-01	<b>Mailing:</b> P. O. Box 627, McComb, MS 39648-0627 <b>Physical:</b> Highway 51 North, McComb, MS	(601)684-2111	(601)684-7358
Environmental	87-01	<b>Mailing:</b> P. O. Box 1850, Jackson MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)359-7920	(601)359-7355
Materials	72-01	<b>Mailing:</b> P. O. Box 1850, Jackson MS 39215-1850 <b>Physical:</b> 412 E Woodrow Wilson, Jackson, MS	(601)359-1666	(601)359-1716
Planning	85-01	<b>Mailing:</b> P. O. Box 1850, Jackson MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)359-7685	(601)359-7652
Public Affairs	67-01	<b>Mailing:</b> P. O. Box 1850, Jackson MS 39215-1850 <b>Headquarters:</b> 401North West Street, Jackson MS	(601)359-7074	(601)359-7834
Right-Of-Way	84-01	<b>Mailing:</b> P. O. Box 1850, Jackson MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)359-7550	(601)359-7525
District 1 ROW Coordinator Blakeley Williams	84-01	<b>Mailing:</b> P. O. Box 1850, , Jackson, MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)359-9784	(601)359-7525
District 2 ROW Coordinator Blakely Williams	22-01	<b>Mailing:</b> P. O. Box 660, Batesville, MS <b>Physical:</b> 150 Highway 51N, Batesville, MS	(662)563-4541	(662)563-0138
District 3 ROW Coordinator Matt Harris	23-01	<b>Mailing:</b> P. O. Box 630, Yazoo City, MS 39194-0630 <b>Physical:</b> 1240 Highway 49 West, Yazoo City, MS	(662)746-2513	(662)746-9344
District 5 ROW Coordinator Frank Lovell	25-01	<b>Mailing:</b> P. O. Box 1850, Jackson, MS 39215-1850 <b>Physical:</b> 401 North West Street, Jackson MS	(601)359-7501	(601)359-7525
District 6 ROW Coordinator Ronald Shivers	26-01	<b>Mailing:</b> P. O. Box 551, Hattiesburg, MS 39403-0055 <b>Physical:</b> 6356 Highway 49N, Hattiesburg, MS	(601)544-6511	(601)544-0227
District 7 ROW Coordinator Sharon Willis	27-01	<b>Mailing:</b> P. O. Box 627, McComb, MS 39648-0627 <b>Physical:</b> Highway 51 North, McComb, MS	(601)684-2111	(601)684-7358
Roadway Design	83-01	<b>Mailing:</b> P. O. Box 1850, Jackson MS 39215-1850 <b>Physical:</b> 401North West Street, Jackson MS	(601)359-7257	(601)359-7063
Traffic Engineering	76-01	<b>Mailing:</b> P. O. Box 1850, Jackson MS 39215-1850 <b>Physical:</b> 2567 North West Street, Jackson MS	(601)359-1454	(601)359-5918
Safe Routes To School Coord. Cookie Leffler	76-01	<b>Mailing:</b> P. O. Box 1850, Jackson MS 39215-1850 <b>Physical:</b> 2567 North West Street, Jackson MS	(601)359-1454	(601)359-5918

# **REVISIONS (January 2013)**

## **Forward**

- Removed various funding references that are obsolete to cover new and future sources.

## **Chapter 1 Program Overview**

- Added language in Section 1.1 regarding TA Program and MAP-21
- Added language in Section 1.1 regarding STP funding for ROW and PE
- Added language in Section 1.3 regarding Special Match Credit for ROW and PE for all funding sources
- Update VE criteria for Map-21 in Section 1.5

## **Chapter 2 Project Activation and Oversight**

- Added requirement for LPA professional to be a full time employee.
- Added use of MDOT Master Contract list.

## **Chapter 4 Right-of-Way Procedures**

- Added state law reference
- Added verbiage describing the to process to move into the Maps and Deeds Phase and subsequently the ROW Acquisition phase of project development.

## **Chapter 5 Preparation of Plans, Specifications, and Estimate (PS&E) Assembly**

- Added link to MDOT Landscape Policy as #9 and a link to The MDOT Plan Title Sheet Template for LPA's under the major reference publications in Section 5.1
- Added criteria for Proposal-Driven Projects in Section 5.3
- Added paragraph including a link to the MDOT Template for LPA Plan Title Sheets in Section 5.4.
- III. Add Option Pay Item section added to Section 5.6
- Added language to provide contract time calculations with office review PS&E in Section 5.8 II.
- Added paragraph denoting submission of the CE&I contract in Section 5.10 Step 1 and added criteria for addenda under Step 2.

## **Chapter 6 MDOT Authorization and LPA Selection of a Contractor**

- Updated "Checklist to award project to lowest bidder" to match requirements in PDM.
- Added language to require executed contracts prior to holding a preconstruction conference.

## **Chapter 7 Construction Administration**

- Added verbiage describing the role of the CE&I Engineer/Architect



# **REVISIONS (March/April 2014)**

## **Forward**

- Added language discussing requirement for LPA Certification for LPAs and consultants working on LPA Projects.

## **Chapter 1: Program Overview**

- STIP is now a 5 year list of projects updated “approximately” every 2 years.
- Changes to the classification of funds. Non-Urban became Urban and Urban became TMA Funds.
- Added that TAP applications can also be found on LPA Division website.
- Removed ICIP funding as it no longer exists.
- Updated language in SRTS funding since it is now in with TAP.
- Added language in the audit section that discusses the new requirement to submit a LPA’s annual audit to establish accounting controls.

## **Chapter 2: Project Activation and Oversight**

- Added to activation items to be submitted
  - STIP Amendment Form or Award Letter for TAP Project
  - Latest Annual Audit of the LPA
  - Removed redundant language in last bullet and corrected funding names.
- Added language to quickly find the consultant selection section in Chapter 2
- Added “if not provided...” to items needed in Step 2
- Removed closeout statement at the end of 2.1 as it did not fit and is also in Ch. 7
- Added language to PE and ROW stating projects in MPOs can allow Federal reimbursement if the MPO allows it.
- Added new section 2.4 for consultant selection information

## **Chapter 3: Environmental Documentation**

- Added new paragraph about kickoff meetings.

## **Chapter 4: Right-of-Way Procedures**

- Added language that all parcels acquired should be kept in separate folders.
- Added language discussing need for ROW to concur in ALL consultant selections.

## **Chapter 5: Preparation of the Plans, Specifications and Estimate (PS&E) Assembly**

- Section 5.4 added Proposal coversheet example hyperlink.
- Added language requiring that the Chief LPA Official signs plans coversheet.

## **Chapter 6: MDOT Authorization and LPA Selection of a Contractor**

- Changed 14 days to 30 days for LPA to get concurrence package in to LPA Division

- LPA Minutes must now recommend bidder for concurrence and give Chief LPA Official the authority to execute the contract as a part of the concurrence package.
- Changed information included in the concurrence package
- Created Notice of Award Letter to be sent by LPA and made template hyperlink
- Created Notice to Proceed template as a hyperlink
- Created example Notice of Award Letter and added language that discusses the Notice of Award Letter is to include the beginning of contract time date and the Specified Completion Date.
- Changed Preconstruction Conference language so that the responsibility is on the contractor to set the meeting.
- Added language about new CE&I Preconstruction meeting.

### **Chapter 7: Construction Administration**

- Added update for construction filing index. Will now have two versions to use.
- Changes to the language about generating construction estimates in Site Manager.
- Changes to language about submitting construction engineering estimates to CSU.
- Deleted language about submitting SAs to MPOs
- Added language in 7.5 about ratifying SAs that cumulatively go over \$100,000 before the MTC.
- Deleted language about QCAs being approved by the MPO

### **Appendices**

- Added new example of construction file index.

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## **PROJECT DEVELOPMENT MANUAL FOR LOCAL PUBLIC AGENCIES**

### **PDM LINKS**

#### **1. Project Initiation**

A.	Memorandum of Understanding for Local Public Agency Projects .....	<a href="#">1.A</a>
B.	Statewide Transportation Improvement Program (STIP).....	<a href="#">1.B</a>
C.	STIP Amendment Form.....	<a href="#">1.C</a>
D.	Functional Classification Maps.....	<a href="#">1.D</a>
E.	Transportation Enhancement Program Application Package.....	<a href="#">1.E</a>
F.	Statement of Expenditures for Special Match Credit .....	<a href="#">1.F</a>
G.	<b>LPA</b> Consultant Operating Procedures for Professional Services.....	<a href="#">1.G</a>
H.	Examples of the Application of Special Match Credit to Projects .....	<a href="#">1.H</a>
I.	Public Involvement Techniques for Transportation Decision-Making Publication No. FHWA-PD-96-031 .....	<a href="#">1.I</a>
J.	FHWA Value Engineering (VE) Policy .....	<a href="#">1.J</a>
K.	Project Development Guide. ....	<a href="#">1.K</a>
L.	Flowchart.....	<a href="#">1.L</a>

#### **2. Project Activation and Oversight**

A.	<b>LPA</b> Consultant Operating Procedures for Professional Services.....	<a href="#">2.A</a>
B.	Functional Classification Maps.....	<a href="#">2.B</a>
C.	LPA-100 Project Funding Worksheet.....	<a href="#">2.C</a>
D.	Form LPA-700 LPA Roadway Design Related Data.....	<a href="#">2.D</a>
E.	Form LPA-800 LPA Non-Roadway Design Related Data.....	<a href="#">2.E</a>
F.	<b>MDOT</b> Right-of-Way Operations Manual .....	<a href="#">2.F</a>

#### **3. Environmental Documentation**

A.	Form ENV-160-LPA, Environmental Class of Action Determination (LPA).....	<a href="#">3.A</a>
B.	Form ENV-160-LPA, Environmental Class of Action Determination (LPA) <b>MDOT</b> Rule No. 941-8701-02000 .....	<a href="#">3.B</a>

C.	Public Involvement Techniques for Transportation Decision-Making FHWA Publication FHWA-PD-96-031 .....	<a href="#">3.C</a>
D.	Guidance for Preparing and Processing Environmental and Section 4(F) Documents FHWA Technical Advisory T6640.8A .....	<a href="#">3.D</a>
E.	Environmental Impact and related Procedures 23 CFR Part 771 .....	<a href="#">3.E</a>
F.	Procedures for Abatement of Highway Traffic Noise and Construction Noise 23 CFR Part 772 <i>(TNM Lookup Tables may no longer be used in performing a noise analysis for Federal or Federal-aid Highway projects)</i> .....	<a href="#">3.F</a>
G.	Mitigation of Environmental Impacts to Privately Owned Wetlands 23 CFR Part 777 .....	<a href="#">3.G</a>
H.	Environmental Justice Executive Order and FHWA Guidance .....	<a href="#">3.H</a>
I.	Native American Coordination Executive Order and FHWA Guidance .....	<a href="#">3.I</a>
J.	Environmental Stewardship Executive Order and FHWA Guidance .....	<a href="#">3.J</a>
K.	FHWA Environmental Programs Web Page .....	<a href="#">3.K</a>

#### 4. Right-of-Way Procedures

A.	Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs 49 CFR Part 24 .....	<a href="#">4.A</a>
B.	<b>MDOT</b> Right-of-Way Operations Manual .....	<a href="#">4.B</a>

#### 5. Preparation of the Plans, Specifications and Estimate (PS&E) Assembly

A.	<b>MDOT</b> Roadway Design Manual.....	<a href="#">5.A</a>
B.	<b>MDOT</b> Roadway Design Standard Drawings.....	<a href="#">5.B</a>
C.	Manual on Uniform Traffic Control Devices (MUTCD) .....	<a href="#">5.C</a>
D.	ADA Accessibility Guidelines for Buildings and Facilities .....	<a href="#">5.D</a>
	D 1. MDOT Landscape Policy .....	<a href="#">5.D.1</a>
	D 2. MDOT Plan Title Sheet Template for LPA.....	<a href="#">5.D.2</a>
E.	Design Standards for Highways 23 CFR Part 625 .....	<a href="#">5.E</a>
F.	Design Exception Request .....	<a href="#">5.F</a>
G.	Design Variance Request.....	<a href="#">5.G</a>
H.	Design of Riprap Revetment  FHWA Publication, HEC-11.....	<a href="#">5.H</a>

I.	Evaluating Scour at Bridges	
	FHWA Publication, HEC-18.....	<a href="#">5.I</a>
J.	Design of Bridge Deck Drainage	
	FHWA Publication, HEC-21.....	<a href="#">5.J</a>
K.	Bridge Scour and Stream Instability Countermeasures	
	FHWA Publication, HEC-23.....	<a href="#">5.K</a>
L.	Hydraulics of Bridge Waterways	
	FHWA Publication, HDS-1.....	<a href="#">5.L</a>
M.	Hydraulic Design of Highway Culverts	
	FHWA Publication, HDS-5.....	<a href="#">5.M</a>
N.	Hydraulic Engineering – Errata for HEC-18 and HEC-23.....	<a href="#">5.N</a>
O.	Preconstruction Procedures	
	23 CFR 630.....	<a href="#">5.O</a>
P.	Bridges, Structures and Hydraulics	
	23 CFR Part 650 Subpart.....	<a href="#">5.P</a>
Q.	<b>MDOT</b> Standard Specifications for Road and Bridge Construction .....	<a href="#">5.Q</a>
R.	<b>MDOT</b> Site Manager 2004 Redbook English Pay Items .....	<a href="#">5.R</a>
S.	Proposal	
	1. Section 901 – Advertisement for Bids.....	<a href="#">5.S.1</a>
	2. Proposal (Section 905 Sheets) .....	<a href="#">5.S.2</a>
	3. Bid Sheets.....	<a href="#">5.S.3</a>
	4. Non-Collusion Affidavit .....	<a href="#">5.S.4</a>
T.	Checklist for Selection of appropriate <b>MDOT</b> Notice to Bidders, Special Provisions and Supplemental Specifications .....	<a href="#">5.T</a>
U.	Examples of Local Notice to Bidders and Local Special Provisions .....	<a href="#">5.U</a>
V.	Location and Hydraulic Design of Encroachments on Flood Plains	
	23 CFR 635.411 .....	<a href="#">5.V</a>
W.	<b>LPA</b> Letter of Request for Material Testing by <b>MDOT</b> .....	<a href="#">5.W</a>
X.	Example of a Typical Estimate for a Roadway Project .....	<a href="#">5.X</a>

Y.	PS&E Assembly Checklist.....	<a href="#">5.Y</a>
Z.	Design Statement.....	<a href="#">5.Z</a>
AA.	Statement of Expenditures for Special Match Credit .....	<a href="#">5.AA</a>
BB.	<b>MDOT</b> Right-of-Way Encroachment Permit.....	<a href="#">5.BB</a>
CC.	Termite Certification .....	<a href="#">5.CC</a>

## 6. MDOT Authorization and LPA Selection of a Contractor

A.	Checklist for Rejection of all bids and re-advertisement .....	<a href="#">6.A</a>
B.	Checklist for awarding to lowest bidder.....	<a href="#">6.B</a>
C.	Bidding Statement.....	<a href="#">6.C</a>
D.	OCR-481-LPA Form Disadvantaged Business Enterprise List.....	<a href="#">6.D</a>
E.	OCR-485-LPA Form List of Firms Submitting Quotes .....	<a href="#">6.E</a>
F.	Suggested Preconstruction Conference Discussion Items .....	<a href="#">6.F</a>

## 7. Construction Administration

A.	<b>MDOT</b> Construction Manual.....	<a href="#">7.A</a>
B.	SUBCONTRACTS	
1.	Request for Permission to Subcontract – Form RPS-1 .....	<a href="#">7.B.1</a>
2.	Notice of Requirement for Affirmative Action to Ensure Equal Opportunity (Executive Order 11246) – From NRAA-1 .....	<a href="#">7.B.2</a>
3.	(Sub) Sub-Contract Certification for Federal Aid Projects – Form SCC-1.....	<a href="#">7.B.3</a>
C.	Project Diary Example.....	<a href="#">7.C</a>
D.	<b>LPA</b> Contractor's Estimate Forms LPA-001 and LPA-002 .....	<a href="#">7.D</a>
E.	Guide to the Preparation and Submission of Final Computations and other Related Data .....	<a href="#">7.E</a>
F.	Monthly Progress Estimate Example (Construction) .....	<a href="#">7.F</a>
G.	Certification of Payments to Subcontractors	
	Form OCR-484-LPA.....	<a href="#">7.G</a>
H.	Monthly Progress Estimate Statement.....	<a href="#">7.H</a>
I.	Assessment Report for Available Productive Days – Form CSD-765- LPA.....	<a href="#">7.I</a>



J.	Monthly Progress Estimate Example (Construction Engineering) .....	<a href="#">7.J</a>
K.	Supplemental Agreement Format .....	<a href="#">7.K</a>
L.	Quantity Adjustment Form and Example CSD-081-LPA.....	<a href="#">7.L</a>
M.	Laboratory Operations Branch of Materials Division, Principal Roles and Responsibilities <b>MDOT</b> Rule No. 941-7201-05000.....	<a href="#">7.M</a>
N.	<b>MDOT</b> Inspector's Handbook.....	<a href="#">7.N</a>
O.	<b>LPA</b> Sampling and Testing Proposal.....	<a href="#">7.O</a>
P.	Materials Division Pre-Tested Materials Shipment Report Request Form .....	<a href="#">7.P</a>
Q.	<b>MDOT</b> Hot Mix Asphalt Field Manual.....	<a href="#">7.Q</a>
R.	<b>MDOT</b> Concrete Field Manual.....	<a href="#">7.R</a>
S.	Statement of Materials and Tests .....	<a href="#">7.S</a>
T.	Required Contract Provisions for Federal Aid Contracts FHWA-1273 and Attachments.....	<a href="#">7.T</a>
U.	Weekly Summary of Wage Rates (LPA-880).....	<a href="#">7.U</a>
V.	Weekly Statement of Compliance (LPA-881).....	<a href="#">7.V</a>
W.	Annual EEO Report Form FHWA 1391.....	<a href="#">7.W</a>
X.	Traffic Control Plan Report, Form CSD-761 .....	<a href="#">7.X</a>
Y.	Commercially Useful Function Performance Report OCR-483-LPA.....	<a href="#">7.Y</a>
Z.	Examples of <b>MDOT</b> and <b>LPA</b> Maintenance Release Letters.....	<a href="#">7.Z</a>
AA.	Examples of <b>MDOT</b> and <b>LPA</b> Letters of Final Acceptance.....	<a href="#">7.AA</a>
BB.	Checklist for LPA Final Estimate Package.....	<a href="#">7AA.1</a>
CC.	Final Payment	
	1. Final Construction Estimate .....	<a href="#">7.AA.2</a>
	2. Final Estimate Statement.....	<a href="#">7.AA.3</a>
	3. Statement of Liquidated Damages, Form LPA-724.....	<a href="#">7.AA.4</a>
	4. Statement of Documentation of Final Quantities .....	<a href="#">7.AA.5</a>
	5. CSD-200-LPA Form (Overrun/Underrun Statement).....	<a href="#">7.AA.6</a>

6. <b>MDOT</b> Maintenance Release Letter to the <b>LPA</b> .....	<a href="#">7.AA.7</a>
7. <b>LPA</b> Maintenance Release Letter to the Contractor.....	<a href="#">7.AA.8</a>
8. Consent of Surety to Final Payment.....	<a href="#">7.AA.9</a>
9. Project Engineer/Architect's Affidavit.....	<a href="#">7.AA.10</a>
10. Statement of Materials & Tests.....	<a href="#">7.AA.11</a>
11. Certification of Payments to DBE Firms	
Form OCR-482-LPA .....	<a href="#">7.AA.12</a>
12. Engineering Contract .....	<a href="#">7.AA.13</a>
13. <b>MDOT</b> Final Acceptance Letter to the <b>LPA</b> .....	<a href="#">7.AA.14</a>
14. <b>LPA</b> Final Acceptance Letter to the Contractor.....	<a href="#">7.AA.15</a>